

**Request for Applications**

**STATE OF NEVADA**

**2014 STOP/SASP**  
**VIOLENCE AGAINST WOMEN**  
**GRANT PROGRAMS**

INSTRUCTIONAL MATERIALS FOR FILING AN  
APPLICATION FOR STOP AND SASP PROGRAM  
FUNDS UNDER THE VIOLENCE AGAINST WOMEN ACT

Elizabeth Greb  
VAWA Grant Administrator  
Office of the Attorney General  
100 North Carson Street  
Carson City, Nevada 89701

Telephone: (775) 684-1148  
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*Letter of Intent to Apply is due October 10, 2014*  
**FINAL DATE FOR APPLICATION SUBMISSION**  
**November 3, 2014 at 5:00 pm**

## GENERAL INFORMATION

This solicitation provides program and application guidelines for the Federal Fiscal Year 2014 Services♦Training♦Officers♦Prosecutors Violence Against Women Formula Grant Program (STOP), and the Sexual Assault Services Provider Formula Grant Program (SASP) sub-grants. 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 or domestic 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.

The STOP and SASP Formula Grant Programs are authorized and funded under the federal Violence Against Women Act (VAWA). Underserved 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** sub-grants will be competitively distributed throughout the State of Nevada, within those preferential parameters, on a geographic basis. This includes urban and rural areas of various sizes and populations. 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 Nevada Attorney General's Office 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 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 maintains that services to similarly situated male victims in need may 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, marital status, sexual orientation or gender identification. The STOP Program does limit response and services to "primary victims," aged 11 years and above, of domestic, 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 and the Reauthorization Act of 2005 (VAWA 2005), and is the first Federal funding stream dedicated to the provision of direct intervention and related assistance for victims of sexual assault. As outlined in VAWA 2005, 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 provide direct victim services throughout the state, including urban and rural areas of various sizes, populations and service availability. As the agency designated to oversee the distribution of SASP program funds, the Nevada Attorney General's Office will accept applications from Nevada 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.**

### PRE-APPLICATION Workshops

**MANDATED  
WASHOE COUNTY**  
**Friday, October 3, 2014**  
8:30 am to 10:00 am  
NV Office of Attorney General  
2<sup>nd</sup> Floor Moot Courtroom  
100 North Carson Street  
Carson City, NV 89701

**VOLUNTARY  
NORTH**  
**Friday, October 3, 2014**  
10:00 am to 12:00 noon

**VOLUNTARY  
SOUTH**  
**Monday, October 6, 2014**  
10:00 am to 12:00 noon  
LVMPD Main Station  
400 S Martin Luther King Bl.  
Building A Room 128  
Las Vegas 89106

If you missed the opportunity to attend one of these workshops, please call Elizabeth Greb at 775-684-1148 for a summary.

This Request for Applications will be posted on the Nevada Attorney General's website on or about October 1, 2014:

<http://ag.state.nv.us>

**LETTER OF INTENT TO APPLY – Attachment L** (Programs eligible for year two non-competitive funding must complete a Request for Continuation Funding – Attachment M)

By October 10, 2014 by 5:00 PM

### APPLICATION DEADLINE

**November 3, 2014 by 5:00 PM – NO EXCEPTIONS**

### FUNDING PERIOD

**January 1, 2015 – December 31, 2015**

**There is no guarantee that, if funded, a project will receive continued funding in subsequent grant cycles.**

## **FUNDING DISTRIBUTION**

The Office on Violence Against Women has announced Nevada's 2014 STOP Program allocation to be \$1,544,461. There will be 4.5% (\$69,501) mandated funding penalty for the Prison Rape Elimination Act (PREA) affecting the federal 2014 fiscal year STOP Grant. This amount comes off the top of the award leaving an effective balance of \$1,474,960 to be distributed. Grant guidelines allow the administering agency to use up to 10% for the administration of this grant program, which will be directly deducted from each of the following funding categories:

- Law Enforcement and related programs – 25% or \$368,740 (less 10% = \$331,866);
- Prosecution and related programs – 25% or \$368,740 (less 10% = \$331,866);
- Victim Services and related programs - 30% or \$442,488 (less 10% = \$398,239) and of which 10% or \$44,248 (less 10% = \$39,824) will be distributed to culturally-specific, community-based programs;
- Discretionary projects – 15% or \$221,244 (less 10% = \$199,120); and
- Court and related programs – 5% or \$73,748 (less 10% = \$66,373).

The Office on Violence Against Women has announced Nevada's 2014 SASP Program allocation to be \$295,349. Grant guidelines allow the administering agency to use up to 5% for the administration of this grant program. The balance of the award, \$280,581, will be awarded to direct sexual assault and community based victim services.

Tribal programs under consideration must be geographically located within Nevada's boundaries.

## **APPLICANT ELIGIBILITY**

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

- A. Provide services that fall within the federal purpose areas as described below. A 25 percent matching requirement will be imposed on all sub-grantees, except for tribal or non-profit, community-based organizations funded under the SASP Program and/or the Victim Services or Discretionary funding categories of the STOP Program.
- B. Ensure that any federal funds awarded through this program will be used to supplement, not supplant, nonfederal funds that would otherwise be available for activities funded through this program.
- C. Be a public agency, tribal government or nonprofit organization incorporated and qualified to do business in Nevada.
- D. Possess or obtain a DUNS Number and current SAM registration prior to receiving any funds.
- E. 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.
- F. 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.

- G. Provide its services without any discrimination on the basis of 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.
- H. Comply with the provisions of the Americans with Disabilities Act (ADA) and the Equal Employment Opportunity guidelines of the Office on Civil Rights.

**NOTE: STOP funds** may not be used to support services that focus exclusively on children (those age 10 and under) or to develop sexual assault or domestic violence 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 situation. Additionally, services such as peer support groups and advocacy targeting teen victims of dating violence are allowable. However, *prevention* programs cannot 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 children, but only for services related to sexual victimization.

### **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 domestic, dating and sexual violence and stalking, with particular emphasis on sexual assault crimes;
2. Developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including domestic, dating and sexual violence and stalking, with particular emphasis on sexual assault crimes;
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 domestic, dating and sexual violence and stalking, with particular emphasis on sexual assault crimes;
4. Developing, installing, or expanding data collection and communications systems, including computerized systems, linking police, prosecutors, and courts for the purpose of identifying and tracking arrests, protection orders, violations of protection orders, prosecution, and convictions for violent crimes against women, including domestic, dating and sexual violence and stalking, with particular emphasis on sexual assault crimes;

5. Developing, enlarging, or strengthening victim services programs, including sexual assault, domestic violence, and dating violence programs, developing or improving delivery of victim services to underserved populations (please refer to 'Definitions' at the end of this document), 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 domestic, dating and sexual violence and stalking, with particular emphasis on sexual assault crimes;
6. Developing, enlarging, or strengthening programs addressing stalking;
7. Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including domestic, dating and sexual violence and stalking, with particular emphasis on sexual assault crimes;
8. 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 domestic, dating and sexual violence and stalking, with particular emphasis on sexual assault crimes;
9. Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault;
10. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of domestic violence or sexual assault, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals;
11. Providing assistance to victims of domestic and sexual violence and stalking in immigration matters;
12. Maintaining core victims services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families;
13. Developing, enlarging, or strengthening programs addressing domestic homicides;
14. Developing, enlarging, or strengthening programs to improve the response to the high rates of violence committed against women in tribal communities;
15. 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:

- Developing, in collaboration with prosecutors, courts, and victim service providers, standardized response policies for local law enforcement agencies, including triage protocols to ensure that dangerous or potentially lethal cases are identified and prioritized;
  - Notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency;
  - Referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services); and
  - Taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order.
16. Providing funding to law enforcement agencies, nonprofit nongovernmental victim services providers, and State, Tribal, Territorial, and local governments, (funding stream shall be known as the Crystal Judson Domestic Violence Protocol Program) to promote:
- 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;
  - 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
  - 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 two years, provide a report of the adopted protocol to the Department, including a summary of progress in implementing such protocol.

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

Funds under the SASP Program **must** be used for one or more of the following statutory purpose areas and Technical Assistance is mandatory for all recipients:

1. Initiatives and programs to support the establishment, maintenance, and expansion of community based (nonprofit and nongovernmental, including faith based, Tribal nonprofit, and other culturally specific nonprofit) rape crisis centers;
2. Programs and projects to assist primary victims of sexual assault, including children and adult victims of child sexual assault within community based organizations that are not specifically limited to providing sexual assault victim services, including dual service and culturally specific organizations:
  - Competitive preference will be given to dual programs currently screening for sexual assault and providing appropriate services in addition to meeting their core services;

3. Direct intervention and related assistance which may include:
  - 24-hour hotline services providing crisis intervention services and referral;
  - Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police, and court proceedings;
  - 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;
  - Community-based, linguistically and culturally specific services and support mechanisms, including outreach activities for underserved communities; and
  - Development and distribution of materials on issues related to the services described in the previous bullets.

## **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 domestic, 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 core services for victims of sexual and domestic violence, particularly support for rape crisis centers and shelters;
3. Support advocacy for victims of VAWA-eligible crimes (community-based and/or system-based);
4. Serve areas showing the greatest need based on the availability of existing domestic violence and sexual assault programs in the population and geographic area to be served;
5. Address the needs of underserved populations including the elderly, disabled, and culturally specific victims as well as geographically isolated victims and those victims who are isolated for reasons such as homelessness, sexual orientation, 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;
6. 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);
7. Provide competent, culturally specific services beyond bilingual advocacy;
8. Developing data collection and analysis projects to better document criminal justice and victim services performance and statistics relating to domestic, dating and sexual violence, and stalking, to better gauge the effectiveness of and improve the local, regional and state response to these crimes; and



9. All applicants must provide evidence in the form of project specific and fully executed Memorandums of Understanding and/or Letters of Collaboration/Support from local and regional partners and referral agencies, detailing that coordinated and victim centered response and services is occurring and will continue to occur throughout the project. Community based, victim services providers must be consulted and included in all collaborations funding law enforcement, prosecuting and judicial agencies.

## **COLLABORATIVE PROJECTS**

**Due to the current economic climate, the Attorney General's Office is requiring applicants to develop local or regional collaborative projects with a focus on maintaining cost effective services.**

Collaborative partners should develop coordinated applications with each multi-disciplinary partner developing their own individual applications for funding within their disciplinary STOP/SASP funding category. Collaborations may include non-funded partnerships providing vital services that are ineligible under VAWA. For example, services specific to children as primary battery victims.

A collaborative application must contain at least two individual applications for funding from separate eligible agencies. There is no limit to the number of collaborators that may participate in a coordinated, regional project, but funds are very competitive, so there is no guarantee that each partnering applicant will receive full or any funding.

Each collaborative partner is expected to act as their own administering agency and will be responsible for their own fiscal and program reporting; however, a collaborative project may also designate a funded partnering agency to act as administrative agent for the collaboration in part or entirely.

Memorandums of Understanding or Letters of Collaboration/Support must be in place and executed by all collaborative partners detailing the development of the collaboration, each partners responsibilities and commitments to the project partnership, how the community/region benefits from the project, and the economic advantages the partnership provides in maintaining responses and services for victims eligible for VAWA funding.

## **2014 ATTORNEY GENERAL FUNDING SET ASIDES**

The Attorney General's Office will retain STOP Discretionary and Prosecution Categories funding for the following pilot and statewide projects:

- Washoe County multi-grant, coordinated response pilot;
- Continuation of the Nevada State Domestic Violence Fatality Review Team through December 31, 2015;
- Continuation of the VINE Program; and
- Support of the Statewide Human Trafficking Prosecution Project.

## **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. Semi-Annual Status Report: All 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 Administrator or their designee. The grantees should be prepared to make any programmatic and/or financial information available during a site visit.
5. Evaluations of program success will include quality and effectiveness of partner coordination and commitment as a component of assessment.

## **APPLICATION REVIEW PROCESS**

All applications will be subject to an initial eligibility review by AG staff, followed by an objective review. 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 AG staff, the application may not receive further consideration. Criteria for the initial review include:

- Whether the application is complete and uses appropriate formatting.
- Whether the proposed activities are within the scope of the program, including federal purpose areas and state priorities.
  - Prevention projects are not allowed under STOP/SASP Formula Grant Programs.
- Whether all statutory eligibility criteria are met.
- Whether the proposed budget is within the established limits.
- 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 domestic 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 and/or Procedures 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 domestic 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 and/or Procedures that would encourage dual arrests and mutual restraining orders;
- Policy and/or Procedures that fail to use accepted best practices in determining predominant aggressor.
- Policy and/or procedures that requires the victim to pay preparation and/or service delivery fees for orders of protection;
- Policy and/or Procedures 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 domestic 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 Attorney General's Office (AGO) will establish a multi-disciplinary panel of experts and practitioners to review eligible applications. This panel will review the information provided in the application against the selection criteria for the program and will make funding recommendations. For current grantees of any AGO sub-grant that are applying for STOP/SASP FY14 funding, the status of current grant-funded activities and reporting performance will be taken into consideration as part of the review process.

The AGO 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 will be 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 the proposed budget clearly and concisely links the expenses to the planned

- program.
- Whether the applicant has demonstrated an ability to meet the reporting guidelines of the Violence Against Women funding.

## **HOW TO APPLY**

You must submit an original and three (3) copies of your application to the Attorney General's Office no later than **5:00 pm on November 3, 2014**. A postmark of November 3, 2014 **will not** satisfy this submission requirement – no applications will be accepted after this date. Collaborative projects must include an original and three (3) copies of each partner's individual application. Submit completed application packets to:

Elizabeth Greb, STOP Grant Administrator  
Office of the Attorney General  
100 North Carson Street  
Carson City, Nevada 89701

## **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 printed on 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.
- ◆ Each application must be secured (staple or binder clip) in the top left-hand corner.
- ◆ **DO NOT** place applications in notebooks, binders, plastic bindings, or specially printed covers.
- ◆ Submit a clearly marked original and three (3) copies.
- ◆ Submit application electronically to Liz Greb, [egreb@ag.nv.gov](mailto:egreb@ag.nv.gov).

**Application Content Checklist** - A complete grant application **must** include the following:

**Part 1** TITLE PAGE

**Part 2** ABSTRACT

**Part 3** PROJECT NARRATIVE

- Statement of Need;
- What Will Be Done;
- Evaluation Plan;
- Sustainability Plan;

- Past Performance

**Part 4** BUDGET DETAIL

- Line Itemized;
- Narrative explanation of line items.

**Part 5** ATTACHMENTS

- A. Certified Assurances;
- B. Certifications Regarding Lobbying, etc.;
- C. Certification of Non-Discrimination;
- D. Letter Regarding Supplanting;
- E. IRS determination letter of non-profit status 501(c)(3), if applicable;
- F. Confidentiality Policy;
- G. Memorandum of Understanding or Letter of Collaboration/Support;
- H. List of Board of Directors with contact information or Organizational Chart;
- I. Funding Map

**Remember----** An original and three (3) copies must be submitted to the STOP Administrator. Clearly mark the original as such.

**NEVADA OFFICE OF THE ATTORNEY GENERAL  
2014 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: \_\_\_\_\_  
(List the community/geo-political area of project impact, i.e. city, county, tribal, judicial district or statewide.)

**Service Area:** (check all applicable)

- Urban/Suburban
- Rural/Frontier
- Northern Nevada
- Southern Nevada
- Statewide

**State Priorities:** (Check all applicable)

- Local/regional collaborative approaches
- Core victim services (Crisis Intervention/Referral/Shelter)
- Advocacy (community-based, system-based)
- Area with limited availability of services
- Training (law enforcement, prosecutors, victim services, courts)
- Linguistically/Culturally Underserved Populations
- 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. (i.e. volunteer hours, personnel-county paid)
Federal (STOP/SASP funds requested)	\$	
<b>Match: Federal amount ÷ 3 = 25%*</b>	\$	
<b>TOTAL PROJECT BUDGET</b>	\$	

Contact Info	Project Director	Fiscal Officer <i>(must be different than Project Director)</i>
Name		
Title/Position		
Mailing Address		
City, State & Zip		
Telephone		
Fax		
E-Mail		
DUNS		SAM Expiration Date:
Signature/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, 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 in your community to be addressed by this project and how will project funding help alleviate the problem? (1 page limit)
- B. Are other agencies addressing the problem within the community also? If so, identify each one and provide a brief description on how this project differs, and/or how it complements each existing program. (1 page limit)
- C. How would this project enhance the services currently provided by your program? (½ page limit)
- D. Who is your target population? Include current local demographic support. (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 (5 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.

GOAL	OBJECTIVE	COMPLETION DATE	PERSON RESPONSIBLE
<b>Example:</b> Goal 1 - Increase counseling services for non-resident clients.	A - Advertise for ½ time therapist. B - Hire ½ time therapist. C - Start hourly groups on Monday/ Wednesday and Friday	A. Within 14 days of award date. B. Within 30 days of award date. C. Within 45 days of award date.	A. E.D. Agency A B. E.D. Agency A C. Therapist
Goal 2			
Goal 3			

Please provide details (2 page limit) of your community collaboration process. Describe all partners and their role in the project. Outline collaborations using the following table.

Agency Name	Contact Name and Phone #	Describe Collaboration/Roles

**Memorandum of Understanding (MOU):**

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.” A Memorandum of Understanding (MOU) will satisfy this federal mandate and is preferred; however, if your agency does not allow MOU Participation, you may submit a detailed Letter of Collaboration/Support on official letterhead.

A fully executed, current and project-specific MOU is **REQUIRED** and must include all collaborating partners. Partnering agencies with policies against signing a MOU may substitute a Letter of Collaboration/Support in lieu of signing the MOU, but their role should be included within the MOU. The MOU is a document outlining the terms of the partnership, as well as the roles and responsibilities between the parties. The MOU should be a single document and it should be signed and dated by the Authorized Representative of each proposed partner agency during the development of *this* application. The MOU is to be submitted as an Attachment and does not count towards the 2 page limit for your collaborative process narrative.

The MOU/Letter must:

- Clearly identify the partners and provide a brief history of the collaborative relationship, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- Clearly state the roles and responsibilities each partner will assume to ensure the success of the proposed project;
- Include the printed name, title and agency under each signature at the end of the document;
- Specify the extent of each partner’s participation in the development of this application;
- Detail how the community/region will benefit from this project;
- Describe the economic advantages the partnership will provide in maintaining responses and services within the community/region;
- Identify the individuals from each agency who will be responsible for implementing project activities and describe how they will work together and with project staff;
- The collaboration must reflect shared demographic and physical boundaries of services; and
- Indicate approval of the proposed project budget by all signing parties.

**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).



Goal	Method of Measurement	Responsible Party

**Sustainability Plan:**

STOP/SASP 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-STOP/SASP. 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. (1 page limit)

**Past 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. (1 page limit)

**Part 4 - BUDGET DETAIL**

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

- a) Amount of funding requested from STOP/SASP 2014 Programs with a line item breakdown of expenses.
- b) Amount and source of match with line item breakdown of expenses.
- c) Submit a separate budget for each fiscal partner in the collaborative.
- d) Total program budget including all sources.

**A budget detail format is attached (Attachment J). This form MUST be used.**

Budget Narrative: All applicants must provide a budget narrative explaining the amounts of funding requested in the budget detail. The narrative should include the calculations used to reach the total requested 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. Please note that any unused funds are not automatically carried forward from one year to the next. Applicants must create a budget that can be expended in full during this funding cycle.

Grant funds must be spent only on allowable expenses: In general, STOP and SASP grants may support personnel (including standard fringe benefits), training, technical assistance, data collection, and/or equipment costs to enhance the apprehension, prosecution and adjudication of persons committing violent crimes against women and to provide or improve services for victims. Due to the competitive nature of this grant program, federal funds will only be provided for direct costs related to a qualifying project. Indirect costs will not be funded, nor will the waiver of such costs be allowed to fulfill the project match requirement.

Limitations On Funding: In jurisdictions with a population over 100,000, it is unlikely that individual project awards will exceed \$70,000 per funding category. In jurisdictions with a population of less than 100,000, it is unlikely that project awards will exceed \$40,000 per funding category. Statewide

proposals should not exceed \$75,000. **The AGO 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) 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 Victim Services or Discretionary funding categories. Exempt organizations may provide match on a voluntary basis. Non-profit, victim services organization applying for a project in the prosecution, law enforcement, courts, or discretionary categories must provide a 25% match. Cash and/or in-kind services may be used as match. All matching funds will be restricted to the same uses as VAWA funds 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. For collaborative projects, match is required of partners depending on the category of funds requested (ie. Required of law enforcement, prosecution, and court partners. Non-profit service providers are exempt from this requirement). All volunteered match, however, is duly appreciated.

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.

**Due to the competitive nature of this grant program, indirect costs will not be considered for funding and, therefore, cannot be used as match.**

Additional Information: Formula sub-grant funds are governed by the provisions of the government-wide Grants Management Common Rule (Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments) and Circulars A-87 (*Cost Principles for State, Local, and Indian Tribal Governments*), A-102 (Grants and Cooperative Agreements with State and Local Governments), and A-133 (*Audits of States, Local Governments, and Non-Profit Organizations*) as applicable to financial assistance. Additional information and guidance are contained in OVW's Financial Grants Management Guide at <http://www.ovw.usdoj.gov/how-to-apply.html>.

**Part 5 – REQUIRED FORMS** (all forms other than those specific to your agency can be found in the attachments to this package)

CERTIFIED ASSURANCES (Attachment A);

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; DRUG-FREE WORKPLACE REQUIREMENT (Attachment B); and

CERTIFICATION OF NON-DISCRIMINATION (Attachment C)

These forms must be properly signed for the application to be valid. We understand many jurisdictions must obtain approval to accept grant awards. However, at this stage the signatures from the governmental unit and the applicant agency indicate all parties involved are aware a proposal is being submitted. If you are informed the proposal has been accepted for funding, the necessary city or county approvals should be pursued.

LETTER REGARDING SUPPLANTING (Attachment D)

A letter addressed to the Nevada Attorney General certifying that STOP/SASP funds will supplement and not supplant (replace) existing funds. Federal funds must be used to supplement existing funds for program activities and must not supplant non-federal funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. (Sample attached).

IRS DETERMINATION LETTER OF NON-PROFIT STATUS 501(C)(3) (Attachment E)

This applies to non-profit organizations only - provide the letter from the Internal Revenue Service approving your tax exempt status.

CONFIDENTIALITY POLICY (Attachment F)

In order to receive funding under this program, your agency must have a VAWA-responsive confidentiality policy in place pertaining to victims of domestic, dating, and sexual violence and stalking. Please provide a copy of your agency's confidentiality policy. More details on VAWA-responsive policies can be found in Attachment F.

MEMORANDUM OF UNDERSTANDING or LETTER OF COLLABORATION/SUPPORT (Attachment G)

You must submit a Memorandum of Understanding outlining the specific roles and responsibilities of each agency as they relate to the project goals and objectives. It is understandable that a signed contract might be unavailable at the time of application since such a contract would be contingent upon receipt of funding, thus we are requiring a memorandum of understanding at the time of submission of this application.

LIST OF BOARD OF DIRECTORS MEMBERS/ ORGANIZATIONAL CHART (Attachment H)

You must submit a list detailing all members of the Board of Directors along with contact information and what sector of the community they represent. Please indicate officers of the board. For agencies without a Board of Directors, please submit an organizational chart, outlining the chain of command in your organization.

FUNDING MAP (Attachment I)

Using the template provided in Attachment I, provide a funding map to illustrate the sources of all grant funds utilized by your agency as they relate to victim services and advocacy, domestic violence, sexual assault, dating violence, family violence and stalking. This document should clearly illustrate how costs are allocated.

## BUDGET AND BUDGET NARRATIVE (Attachment J)

Using the template provided in Attachment J, report all expenses and match (if applicable) related to this project, along with a narrative providing details justifying each line item. Details for completing this budget form can be found under the Budget Section earlier in this Request for Applications. You **MUST** use the template provided.

### ***Beware – avoid common errors!***

- *Be sure to respond to **all** questions outlined in the application. Proposals are scored on whether a realistic and reasonable response is provided;*
- *Ensure budget figures/calculations are mathematically correct;*
- *Don't forget to include a clear and descriptive budget narrative;*
- *Identify any matching fund amounts and the source of matching funds;*
- *Observe page limitations and formatting;*
- *Be sure to supply the original and the required number of copies together with all attachments.*
- *Be sure to submit an electronic copy.*

# ATTACHMENTS

- (A) CERTIFIED ASSURANCES (TO BE RETURNED WITH APPLICATION)
- (B) CERTIFICATION REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS (TO BE RETURNED WITH APPLICATION)
- (C) CERTIFICATION OF NON-DISCRIMINATION (TO BE RETURNED WITH APPLICATION)
- (D) LETTER REGARDING SUPPLANTING (TO BE RETURNED WITH APPLICATION)
- (E) IRS DETERMINATION LETTER OF NON-PROFIT STATUS 501(c)(3) (TO BE PROVIDED BY APPLICANT, IF APPLICABLE)
- (F) CONFIDENTIALITY POLICY (TO BE PROVIDED BY APPLICANT)
- (G) MEMORANDUM OF UNDERSTANDING, LETTER OF COLLABORATION/SUPPORT and/or PROPOSED CONTRACT with scope of work (TO BE PROVIDED BY APPLICANT)
- (H) LIST OF BOARD OF DIRECTORS with contact information OR ORGANIZATIONAL CHART (TO BE PROVIDED BY APPLICANT)
- (I) FUNDING MAP
- (J) BUDGET TEMPLATE
- (K) DEFINITIONS
- (L) ***LETTER OF INTENT TO APPLY (TO BE SUBMITTED BY OCTOBER 10, 2014)***
- (M) ***REQUEST FOR CONTINUATION FUNDING (TO BE SUBMITTED BY OCTOBER 10, 2014)***

# **Attachment A**

## **ASSURANCES**

The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements 28 CFR, Part 66, Common rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information may be required.

2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.

3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)

4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act

5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

6. It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.

7. It will comply with all requirements imposed by the Federal sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.

8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976, Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.) by (a) consulting with the State Historic

10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of Investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any

such properties and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.

11. It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.

12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including 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 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.

13. It will comply, and all its contractors will comply, with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C,D,E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.

14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.

15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.

16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

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Signature

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Date

## **Attachment B**

# **CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER 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 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR 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 CFR 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 or 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 all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

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

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR 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;

(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 a 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) Are 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 statements in this certification, he or she shall attach an explanation to this application.

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;

(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 employee 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, 810 Seventh Street, 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 employee 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 drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Attachment C**  
**STOP/SASP 2014 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 race, religious beliefs, color, age, political affiliation, marital status, national origin or ancestry, ethnicity, gender, disability, or sexual orientation.

**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 Attorney General's Office.

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 on the basis of race, religious belief, color, age, political affiliation, marital status, national origin or ancestry, ethnicity, gender, disability, or sexual orientation.

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

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

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

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

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

**Attachment D**  
**SAMPLE**  
LETTER REGARDING SUPPLANTING

[Applicant Letterhead]

[date]

Catherine Cortez Masto  
Nevada Attorney General  
100 North Carson Street  
Carson City, Nevada 89701

Dear Ms. Masto:

[Applicant] certifies that any funds awarded through the STOP/SASP 2014 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 [name of applicant] 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,

[Applicant's Authorizing Official]

## **Attachment E**

Insert your agency's 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

*“(B) NONDISCLOSURE.—Subject to subparagraphs (C) and (D), grantees and subgrantees shall not — (i) disclose any personally identifying information or individual information collected in connection with services requested, utilized, or denied through grantees’ and subgrantees’ programs; or (ii) reveal individual client information without the informed, written, reasonably time-limited consent of the person*

*...(D) INFORMATION SHARING.—Grantees and subgrantees may share— (i) nonpersonally identifying data in the aggregate regarding services to their clients and nonpersonally identifying demographic information in order to comply with Federal, State, tribal, or territorial reporting, evaluation, or data collection requirements;”*

## **Attachment G**

Insert Memorandum of Understanding, Letter of Collaboration/Support or Draft Contracts here.

## Attachment H

Insert your list of Board of Directors *with* contact information OR Organizational Chart here. Also indicate the business/financial/community sector that each member represents.

# Attachment K

## DEFINITIONS

**Culturally-Specific Program:** VAWA 2013 defines “culturally-specific” as being those racial and ethnic minority groups defined in the Public Health Service Act at 42 U.S.C. 300u-6(g). That act defines racial and ethnic minority groups as American Indians (including Alaska Natives, Eskimos, and Aleuts); Asian Americans; Native Hawaiians and other Pacific Islanders; Blacks; and Hispanics. The term “Hispanic” means individuals whose origin is Mexican, Puerto Rican, Cuban, Central or South American, or any other Spanish-speaking country. The organization must do more than merely provide services to a culturally-specific population; rather, the organization must provide culturally competent services designed to meet the specific needs of the target population.

**Dating Violence:** The term “dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of the relationship; and (iii) the frequency of interaction between the persons involved in the relationship.

**Domestic Violence:** The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other adult person against a victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction receiving grant monies. For the purposes of the STOP Program, “domestic violence” also includes any crime of violence considered to be an act of domestic violence according to Nevada law.

**Forensic Medical Examination:** The term “forensic medical examination” means an examination provided to a sexual assault victim by medical personnel trained to gather evidence of a sexual assault in a manner suitable for use in a court of law. The examination should include at a minimum the following (i) examination of physical trauma; (ii) determination of penetration or force; (iii) patient interview; and (iv) collection and evaluation of evidence.

The inclusion of additional procedures (e.g. testing for sexually transmitted diseases) to obtain evidence may be determined by the state, Indian tribal government, or unit of local government in accordance with its current laws, policies, and practices.

**Indian Tribe:** The term “Indian tribe” means a tribe, band, pueblo, nation or other organized group or community of Indians, including any Alaska Native village or regional or village corporation, that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

**Law Enforcement:** The term “law enforcement” means a public agency charged with policing functions, including any of its component bureaus (such as governmental victim services programs).

**Prosecution:** The term “prosecution” means any public office or agency charged with direct responsibility for prosecuting criminal offenders, including such office’s or agency’s component departments or bureaus (such as governmental victims services programs). Prosecution support services, such as overseeing or participating in statewide or multi-jurisdictional domestic violence task forces, conducting training for State and



local prosecutors; or enforcing victim compensation and domestic violence-related restraining orders shall be considered “direct responsibility” for purpose of this program.

**Sexual Assault:** The term “sexual assault” means any conduct proscribed by Chapter 109A of Title 18, United States Code, whether or not the conduct occurs in the special maritime and territorial jurisdiction of the United States or in a federal prison and includes both assaults committed by offenders who are strangers to the victim and assaults committed by offenders who are known or related by blood or marriage to the victim.

**Underserved Populations:** The term “underserved populations” includes populations underserved because of geographic location (such as rural isolation), underserved racial and ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, alienage status, sexual orientation, gender identity or age), and any other population determined to be underserved by the U.S. Attorney General.

**Victim Services:** The term “victim services” means a non-profit, non-governmental and/or community based organization that assists domestic violence or sexual assault victims, such as rape crisis centers, battered women’s shelters, and other sexual assault or domestic violence programs, including non-profit, non-governmental organizations assisting domestic violence or sexual assault victims through the legal process. This also includes organizations whose primary focus is not interpersonal violence, sexual assault or stalking, but whose clientele consists of significant numbers of interpersonal violence, sexual assault and stalking. (E.g. substance abuse, homelessness, mental health)

**ATTACHMENT L**

**LETTER OF INTENT TO APPLY**

**STOP Violence Against Women Grant Program 2014  
SASP Grant Program 2014  
Letter of Intent to Submit Application**

We would like to inform the Grants Unit at the Office of the Attorney General that we intend to apply for funding from the 2014 STOP/SASP Grant for the period covering January 1, 2015 until December 31, 2015.

Name of Agency \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Possible Project Partners

**Estimated Funding Amount Needed** \_\_\_\_\_

Please submit this form to the Grants Unit, Office of the Attorney General, 100 North Carson Street, Carson City, Nevada 89701 by **October 10, 2014**. This form can be mailed, e-mailed (egreb@ag.nv.gov), hand delivered, or faxed (775-684-1102) as long as it arrives by the deadline.

**ATTACHMENT M**

**REQUEST FOR CONTINUATION FUNDING**

<b>STOP Violence Against Women and SASP Grant Programs 2014 Request For Continuation Funding</b>
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Please complete this form to request continuation funding from the 2013 STOP/SASP Grants for the period covering January 1, 2015 until December 31, 2015.

Name of Agency \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

**Sub-grant Award Number**                      2013-VAWA-\_\_\_\_\_

**STOP/SASP 2013 Award Amount**                      \_\_\_\_\_

**Continuation Amount Needed**                      \_\_\_\_\_

Current Award will be depleted by 12/31/14?     Yes                       No

If not, approximately how much will you be returning? \$\_\_\_\_\_

Monthly reimbursement claims are current.     Yes                       No

If not, please explain \_\_\_\_\_

Semi-annual report was submitted by July 31, 2013.     Yes                       No

Any significant changes to the project as funded in calendar year 2015?

Yes                       No

If yes, please explain. Attach additional pages if necessary.

My signature below indicates that my agency requests continued funding for calendar year 2015 based on the application submitted to the Nevada Attorney General in the fall of 2013 (unless otherwise discussed above). All certifications, conditions, and assurances submitted with the 2013 application remain in effect. I understand that payment of January 2015 expenses will be contingent upon the AG grant administrator receiving my agency's Annual Progress Report for calendar year 2014.

This mandatory form, with original signature, must be received in the Grants Unit, Office of the Attorney General, 100 North Carson Street, Carson City, Nevada 89701 by **October 10, 2014 at 5:00 pm**.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and title