

2020 Services-Training-Officers-Prosecutors (STOP) and Sexual Assault Services Program (SASP) Solicitation Questions and Answers

Q1. As a domestic violence victim services agency, we'd like to pay an attorney for their time spent working with our residential clients (all victims of domestic violence) on housing, family law, etc. Is this an allowable expense that could be billed to STOP?

A1. This is a multi-faceted question. There are parameters where it could be approved. For STOP funding, the primary purpose is to protect victim safety. This means attorney's fees would have to be examined on a case-by-case basis. We would need to be able to see the direct relation to enhancing victim safety. The attorney must have expertise in handling victims of VAWA crimes and be partnered with experts in the field (ex. DV service provider.) Keep in mind the federal consulting rate maximum of \$81.25 an hour/ \$650 a day.

Please note that any sub-grantee providing legal assistance must certify that:

- (1) any person providing legal assistance with STOP funds
 - a. has demonstrated expertise in providing legal assistance to victims of domestic violence dating violence, sexual assault, or stalking in the targeted population; or
 - b.
 - i. is partnered with an entity or person that has such demonstrated expertise and
 - ii. has completed or will complete training in connection with domestic violence, dating violence, stalking, sexual assault, and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide;
- (2) any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a tribal, state, territorial, or local domestic violence, dating violence, sexual assault, or stalking victim service provider or coalition, as well as appropriate tribal, state, territorial, and local law enforcement officials;
- (3) any person or organization providing legal assistance through the STOP Program has informed and will continue to inform state, local, or tribal domestic violence, dating violence, or sexual assault programs and coalitions, as well as appropriate state and local law enforcement officials of their work; and
- (4) the sub-grantee's organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, domestic violence, dating violence, or child sexual abuse is an issue.

Q2. What do you consider an executive for a nonprofit? Are these just salaried employees?

A2. As examples, this could be the Executive Director, Chief Financial Officer, or the equivalents with different titles. We understand that for some organizations, they may not have any executives or if they do have some executives, they may not have as many as five. Please make sure to state this if that is the case.

Q3. Do we have to claim indirect costs?

A3. No, you do not have to claim indirect costs but are eligible to claim them.

Q4. Do the cost of office rent and utilities go under indirect or operations?

A4. If your agency has a federally negotiated indirect rate, please refer to it. If your agency does not have a federally negotiated indirect rate and you are not applying for the 10% de minimis, you may include the cost of rent and utilities in the operation budget. However, if you put indirect into your budget you cannot include that into your operating budget. In other words, if you do one you cannot do the other.

Q5. On the Budget Form:should we submit two forms – one for STOP and one for SASP or just a combined form?

A5. No, please just submit one budget for the application.

Q6. Do we list our organization's general fund percentage in the cost allocation table?

A6. If part of your general fund is funding the position or any of the costs you are requesting funding through STOP and/or SASP, we do want to see it in the cost allocation table, otherwise it does not need to be reflected here.

Q7. If we have applied for VOCA for next fiscal year but have not been granted yet, do we have to put the numbers on the VOCA column of the cost allocation table?

A7. Yes, but please put a note on if it is pending or secured.

As a note – for the cost allocation table, that attachment is only an example. You may use/edit that example form but if you have your own cost allocation table that shows the information requested you may use that instead.

Q8. Could I do two cost allocation tables – one as is with current funding levels and one with pending applications/budgets?

A8. Yes you may do two tables, but please make sure each table is labeled clearly and has a short explanation for the reviewers.

Q9. For the cost allocation spreadsheet, is this based on our current SFY20 budget? What year do we report on?

A9. For the cost allocation table, it should include the costs for the fiscal year you are requesting through the application. As a note, reviewers may be looking for consistency so make sure the budget included in the application reflects back in the same way on the cost allocation table.

Q10. Cost allocation table clarification: Only costs related to the STOP funded elements of the project are required? We don't have to include other elements of our victim services unit that aren't funded through STOP?

A10. Correct. Please note that the phrase "related to the STOP funded elements" also includes match being proposed.

Q11. The assurances online have an expiration date of 5/31/19, should we still sign those or will updated ones be posted?

A11. Yes, please sign the form provided through the application process. The Department of Justice Office on Violence Against Women does not have an updated form. In the interim, we will be continuing to use the forms with the expired date.

Q12. On page 18 it says the Fiscal Officer cannot be the same as the Executive Director. If there are only 3 staff members, do I use the volunteer Board Treasurer, Board Member or equivalent?

A12. Yes you may identify the Board Treasurer, a Board Member or equivalent. Be sure that person signs the application as "Fiscal Officer."

Q13: If a Law Enforcement agency has both an enforcement and a victim services function, do we need to collaborate with an outside agency, or is internal collaboration sufficient?

A13: Yes, there still must be a collaboration with an outside community advocacy agency.

Q14. If you are from a law enforcement agency and have a Memorandum of Understand (MOU) in place with a local victim advocate program, do you still need a letter of collaboration?

A14. No, the MOU or other cooperative agreement can stand in place of the letter of collaboration for the application.

Q 15. Will there be quarterly webinars? And networking opportunities as listed on page 12?

A 15. Yes, we will be focusing on this. They won't always be webinars with the full funded group, but may be smaller one-on-one connections to help for providers connect with one another, encourage mentoring relationships, build collaboration, etc. through emails, webinar, and phone calls to help encourage interaction among everyone.