

**Commonwealth of Massachusetts  
Executive Office of Public Safety & Security  
Office of Grants & Research**



**Federal Fiscal Year 2019  
Violence Against Women Act  
STOP Formula Grant Program  
Availability of Grant Funds  
Year Three Renewal Opportunity**

**Release Date: September 23, 2019**

**Eligibility**

**Eligible applicants are limited to:** Current recipients of the FFY 2018 STOP grant award. This is a continuation grant, not a competitive grant opportunity.  
(See "[Eligibility Information](#)")

**Deadlines**

**Applications are due by December 2, 2019.**  
(See "[Grant Submission](#)")

**Charles Baker  
Governor**

**Karyn Polito  
Lieutenant Governor**

**Thomas Turco III  
Secretary**

**Kevin Stanton  
Executive Director**

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## A. Overview

The Executive Office of Public Safety and Security (EOPSS) Office of Grants and Research (OGR) is the State Administering Agency (SAA) for the Violence Against Women Act (VAWA), Services, Training, Officers, Prosecutors (STOP) Formula Grant, a program originating from the United States Department of Justice (DOJ), Office on Violence Against Women (OVW). The Services\* Training\* Officers\* Prosecutors (STOP) Violence Against Women Formula Grant Program (STOP Formula Grant Program) is authorized by VAWA and subsequent legislation and supports communities, including American Indian tribes and Alaska Native villages, in their efforts to develop and strengthen effective responses to sexual assault, domestic violence, dating violence and stalking.

Funding dedicated for this continuation grant opportunity is contingent upon EOPSS receiving the FFY 2019 STOP Formula Grant award from OVW. Please thoroughly review this Availability of Grant Funds (AGF) document and all related attachments before developing your renewal application.

## B. Award Information

### Availability of Funds

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

### Award Period

The grant award period is 12 months. The award period will start **on or about** January 1, 2020.

### Award Amounts

Total funding available through this AGF is estimated at \$3.0 million and is subject to funding received from the DOJ. **Eligible applicants are required to submit a twelve-month operating budget for their predetermined FFY19 allocation amount, found in [Appendix A](#).**

*By statute, OGR is federally mandated to allocate STOP funding in the following manner:*

|            |   |
|------------|---|
| <b>30%</b> | <b>Victim Services</b> (10% must go to culturally specific community-based organizations <sup>1</sup> ) |
| <b>25%</b> | <b>Law Enforcement</b>  |
| <b>25%</b> | <b>Prosecution</b>  |
| <b>15%</b> | <b>Discretionary</b>  |
| <b>5%</b>  | <b>Courts</b>   |

### Fund Disbursement

This is a cost reimbursement grant. Reimbursement requests will be submitted to OGR on a quarterly basis.

### Pre-Agreement Cost Approval

OGR does not allow pre-award costs. Please be aware that costs incurred prior to the start date of the award may not be charged to the project.

### **Match Requirement**

There is a 25 percent match requirement imposed on grant funds under this program. Victim service providers and tribes are not required to provide match. Such victim service providers must have Internal Revenue Service (IRS) 501(c)(3) status (unless they are tribal governmental organizations or governmental rape crisis centers) and must provide a copy of their agency's exemption determination letter with their application.

The applicant must identify the source of the 25 percent non-federal portion of the budget and how match funds will be used. Applicants may satisfy the required match with either cash or in-kind services.

The following provisions apply to match requirements:

1. The subgrantee may satisfy the match requirement with either cash (e.g., funds contributed from private sources or state and local governments) or in-kind services (e.g., services or goods donated by the applicant organization or other entities).
2. Funds from other federal sources may not be used to meet the match requirement.
3. Funds or in-kind resources used as match must be directly related to the project goals and objectives.
4. Grantees must maintain records which clearly show the source, the amount, and the timing of all matching contributions.
5. Sources of match are restricted to the same requirements as funds allocated under the STOP Formula Grant Program and must be documented in the same manner as STOP Formula Grant Program funds, including within financial and programmatic reports.

## ***C. Eligibility Information***

### **Eligible Applicants**

This AGF is open *only* to current recipients of a FFY 2017 STOP grant award who are soon to complete Year 2 (FFY 2018) of their project. This is a continuation grant, not a competitive grant opportunity.

### **Program Scope**

Activities supported by the STOP Formula Grant Program are determined by statute, federal regulations, and OVW policies. If an applicant receives an award, the funded project is bound by the provisions of this AGF, the [DOJ Financial Guide](#), including updates to the guide after an award is made and the subgrantee conditions of the award.

### **Subgrantee Conditions**

If awarded funds, subgrantees will be required to abide by the grant requirements outlined below.

#### ***1. Grants Management***

- All subgrantees must have a DUNS (Data Universal Numbering System) number. This is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. System for Award Management (SAM). In addition to the DUNS number requirement, the federal government requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in what is now SAM (previously CCR database). If your organization was previously registered in the federal CCR and you have not yet made the migration to SAM, information about registration procedures can be accessed at [www.sam.gov](http://www.sam.gov).

- Subgrantees must protect the confidentiality and privacy of persons receiving services. Subgrantees are prohibited from disclosing personally identifying information collected in connection with services requested, utilized, or denied through the subgrantees project, to any third party or third party database without informed, written, and reasonably time-limited consent of the person, unless required by statutory or court mandate.
- Submission of satisfactory and timely quarterly progress reports, financial reports, and annual progress report.
- Cooperation during OGR monitoring endeavors, including site visits and desk reviews.
- If overspending occurred or expired funds have not been de-obligated from a previous grant from EOPSS, no additional grant funds will be made available to the subgrantee until the funds have been collected and recorded in the Massachusetts Management Accounting and Reporting System as approved by both the Office of the State Comptroller and OGR.
- Grant funds are subject to federal accounting and audit requirements including the prohibitions on co-mingling funds. Organizations that receive STOP funding along with other federal funds must treat the funds independently with separate cost and reporting centers. An audit trail is required for the federal and matching portions of the project each year and is expected to be accessible upon the request of OGR. The sources of receipts, expenditures, and disbursements for each portion of funding are to be accounted for separately.
- Supplanting of funds is prohibited. Funds for projects and services provided through this grant are intended to supplement, not supplant, other state or local funding sources.
- In-state travel costs associated with the STOP grant shall include mileage rates not in excess of the state approved rate (currently \$0.45 per mile), actual tolls, and actual parking. No grant funds may be spent for out-of-state conference fees, out-of-state travel, or out-of-state lodging without prior written approval from OGR.
- No grant funds may be spent for construction, office furniture, or other like purchases.
- No grant funds may be spent for food or beverages.
- No grant funds may be spent on moving expenses.
- No consultant or trainer may be paid more than \$650 per eight-hour workday (or \$81.25/hour) without the prior written approval from OGR and the U.S. DOJ. Requests for a waiver of this requirement with documented justification must be made in writing at the time of application.
- Units of local government and non-profit subgrantees that expend \$750,000 or more in a year in federal awards shall have a single or program-specific audit conducted for that year in accordance with the provisions of the [Office of Management and Budget's circular A-133](#). OGR's local government and non-profit subgrantees will be required to submit an A-133 summary to OGR annually upon request.
- All sub-recipients must submitted EEOP information electronically via the [EEOP Reporter Tool](#) to the Office for Civil Rights (OCR, Office of Justice Programs (OJP), U.S. Department of Justice (DOJ), as required in receipt of Federal funds.
- In accordance with section 40002(b)(2) of the VAWA, as amended (42 U.S.C. 13925(b)(2)), all subgrantees are required to meet the terms with regard to nondisclosure of confidential or private information.
- All publications (e.g., written, visual, or sound), published or produced with the use of STOP grant funds must contain the following statement:

***This project was supported by (sub-grant # to be determined), awarded by the Executive Office of Public Safety and Security for the VAWA STOP Formula Grant Program.***

***The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the state or the U.S. Department of Justice, Office on Violence Against Women.***

## ***2. Other Grant Requirements***

- All subgrantees must comply with the Federal Funding Accountability and Transparency Act and will receive further instruction by EOPSS upon award.
- Non-profit agencies may not sub-contract to state agencies. However, state agencies may sub-contract to non-profit agencies or local units of government and local units of government may sub-contract to non-profit agencies.
- Subgrantees are expected to attend all STOP related trainings.
- Subgrantees choosing to further sub-grant to an implementing agency or an independent contractor, all or any part of the amount of the STOP award, shall include the provisions of the OGR standard subgrant conditions and enter into a written contract or memorandum of agreement (MOA) with the implementing agency or independent contractor. At a minimum, the contract or MOA must explicitly outline the expected deliverables, timeframes/hours, and rates. A copy of the contract or MOA must be submitted to OGR for the subgrantee grant folder.
- Procurement of services, equipment, and supplies must follow MGL ch.30B for local units of government and non-profit entities and Operational Services Division Purchasing Guide for state agencies. Local units of government must ensure that subcontracts with private organizations have provisions ensuring any goods and services provided by the subcontractor are consistent with MGL ch.30B procedures.
- In accordance with civil rights laws and regulations, all subgrantees of federal funds, regardless of the type of entity or the amount of money awarded, must certify that they will not discriminate against any person on the grounds of race, color, religion, national origin, sex, age, gender identity, sexual orientation, or disability, in any program or activity funded, in whole or in part by federal financial assistance. Additional civil rights compliance and reporting requirements will be addressed with subgrantees upon award.
- The Anti-Lobbying Act 18 U.S. Code § 1913 prohibits the use of federal funds for “grassroots” campaigns that encourage third parties, members of special interest groups, or the general public to contact members of Congress or a State or local legislature, or an official of any government in support of or in opposition to a legislative, policy, or appropriations matter. This applies to activities both before and after the introduction of legislation.
- EOPSS’ selection of subgrantee agency does not guarantee reimbursement. Funding is subject to appropriation and is contingent upon compliance with all grant conditions and eligibility requirements. If the federal government determines that a subgrantee agency is not in compliance with federal eligibility requirements, EOPSS cannot guarantee alternative sources of funding. It is the obligation of the subgrantee agency to ensure compliance with all eligibility requirements.
- In addition to the requirements set forth above, successful applicants are required to agree to and abide by all state and federal rules, regulations, and conditions pertaining to the receipt, administration, and management of federal funds.

## ***3. Reporting Alleged Waste, Fraud, and Abuse***

It is the responsibility of the subgrantee to report alleged Waste, Fraud, or Abuse including any alleged violations, serious irregularities, sensitive issues or overt or covert acts involving the use of public funds in a manner not consistent with federal statutes, related laws and regulations, and appropriate guidelines for purposes of the grant. Reports may be made to any of the entities below.

U.S. Department of Justice  
Office of the Inspector General Field Office  
1 Battery Park Plaza, 29th Floor  
New York, NY 10004  
212-824-3650  
<http://www.usdoj.gov/oig/>

Office of the Inspector General  
John W. McCormack State Office Building  
One Ashburton Place, Room 1311  
Boston, MA 02108  
800-322-1323  
[MA\\_OIG@maoig.net](mailto:MA_OIG@maoig.net)

Office of the State Auditor  
Massachusetts State House, Room 230  
Boston, MA 02133  
617-727-2075  
[Auditor@SAO.state.ma.us](mailto:Auditor@SAO.state.ma.us)

## ***D. Funding Areas***

### **Purpose Areas**

The STOP Formula Grant Program contains twenty purpose areas of which twelve are applicable to Massachusetts. In FFY 2019, funds under the STOP Formula Grant Program may be used for the following purposes, pursuant to 34 U.S.C. § 10441(b):

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 sexual assault, domestic violence, dating violence, and stalking, including the appropriate use of nonimmigrant status under subparagraphs (T) and (U) of section 101(a)(15) of the Immigration and Nationality Act (8 U.S.C. § 1101(a)).
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 sexual assault, domestic violence, dating violence, 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 sexual assault, domestic violence, dating violence, and stalking, as well as the appropriate treatment of victims.
4. Developing, enlarging, or strengthening victim services and legal assistance programs, including sexual assault, domestic violence, dating violence, 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 sexual assault, domestic violence, dating violence, and stalking.
5. Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of sexual assault, domestic violence, dating violence, and stalking.

6. 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.
7. 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 sexual assault, domestic violence, dating violence, 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.
8. Providing assistance to victims of domestic violence and sexual assault in immigration matters.
9. Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families.
10. 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 sexual assault, domestic violence, dating violence, 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 sexual assault, domestic violence, dating violence, 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.
11. Developing, enlarging, or strengthening programs addressing sexual assault against men, women, and youth in correctional and detention settings.
12. Developing, enlarging, or strengthening programs and projects to provide services and responses targeting male and female victims of sexual assault, domestic violence, dating violence, or stalking, whose ability to access traditional services and responses is affected by their sexual orientation or gender identity, as defined in section 249(c) of title 18 [of the United States Code.]

Please refer to the FFY 2017-2020 [Implementation Plan](#) for a comprehensive list of the needs and funding priorities of the Commonwealth.

### **Prohibiting Support for Activities that Compromise Victim Safety and Recovery and Undermine Offender Accountability**

The following activities have been found to jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions; and therefore, applicants may not use STOP funds to support these activities:

1. Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical



health condition, criminal record, work in the sex industry, or the age and/or gender of their children;<sup>2</sup>

2. Procedures or policies that compromise the confidentiality of information and/or privacy of persons receiving OVW-funded services; Refer to the [Acknowledgement of Notice of Statutory Requirement to Comply with the Confidentiality and Privacy Provisions of the Violence Against Women Act, as Amended](#) for more information.
3. Procedures or policies that require victims to take certain actions (e.g., seek an order of protection, receive counseling, participate in couples counseling or mediation, report to law enforcement, seek civil or criminal remedies, etc.) in order to receive services;
4. Procedures or policies that fail to include conducting safety planning with victims;
5. Project design and budget that fail to account for the access needs of participants with disabilities and participants who have limited English proficiency or who are Deaf or hard of hearing;
6. The use of pre-trial diversion programs without prior OVW review and approval of the program or the automatic placement of offenders in such programs;
7. Couples counseling, family counseling, or any other manner or joint victim-offender counseling as a routine or required response to sexual assault, domestic violence, dating violence, or stalking, or in situations in which child sexual abuse is alleged;
8. Offering or ordering anger management programs for offenders as a substitute for batterer's intervention programs;
9. Policies or procedures that require victims to report the crime to law enforcement, participate in the criminal justice system, or seek a protection or restraining order against the offender, and penalize them for failing to do so.
10. Procedures or policies that deny victims and non-abusing parents or caretakers and their children access to services based on their involvement with the perpetrator;
11. Requiring survivors to meet restrictive conditions in order to receive services (e.g. background checks of victims; clinical evaluations to determine eligibility for services; etc.,) or other screening processes that elicit information that is not necessary for services, such as questions about immigration status, gender identity, sexual orientation, disability, physical or mental health, and work or criminal history that the service provider does not need to know about to provide services safely;
12. Relying on batterer intervention programs that do not use court monitoring to hold batterers accountable for their behavior;
13. Policies and procedures that fail to account for the physical safety of victims;
14. Enforcing or promoting nuisance abatement ordinances, crime-free housing ordinances, or crime-free lease addenda (often associated with crime-free housing programs) that require or encourage the eviction of tenants or residents who may be victims of domestic violence, sexual assault, dating violence or stalking. See the U.S. Department of Housing and Urban Development for [guidance](#) on how such ordinances and addenda may violate the Fair Housing Act; and
15. Policies or procedures that require testing of sexual assault forensic evidence in cases where the victim obtained a medical forensic exam but has not chosen to participate in the criminal justice system.

**This list is not exhaustive. Any activities that may compromise victim safety and recovery or undermine offender accountability must be removed from the application prior to final approval by EOPSS.**

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<sup>2</sup>If an award is made, the recipient will also be subject to statutory prohibitions on discrimination. For further information on these civil rights requirements, see the section "Violence Against Women Act Non-Discrimination Provision" under "[Administrative and National Policy Requirements](#)."

### **Out-of-Scope Activities**

The activities listed below are outside of the statutory scope of the STOP Formula Grant Program and therefore such projects cannot be supported with program funds.

### **Unallowable Activities**

OVW has determined the activities listed below to be unallowable, and they will not be supported by STOP Formula Grant Program funding.

1. Lobbying, except with explicit statutory authorization;
2. Fundraising;
3. Purchase of real property;
4. Physical modifications to buildings, including minor renovations (such as painting or carpeting); and
5. Construction.

**Any out-of-scope and/or unallowable activities will need to be removed from the application.**

## ***E. Administrative and National Policy Requirements***

### **Violence Against Women Act Non-Discrimination Provision**

The Violence Against Women Reauthorization Act of 2013 added a new civil rights provision that applies to all FFY 2019 OVW grants. This provision prohibits STOP grantees from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW. For more information on this prohibition, see <http://www.justice.gov/ovw/docs/faqs-ngc-vawa.pdf>.

### **Accessibility**

Recipients of STOP funds must comply with applicable federal civil rights laws, which, among other things, prohibit discrimination on the basis of disability and national origin. Compliance with these laws includes taking reasonable steps to ensure that persons with limited English proficiency (LEP) have meaningful access to recipients' programs and activities and ensuring that these programs and activities are readily accessible to qualified individuals with disabilities, including Deaf or hard of hearing individuals. Applicants must allocate grant funds or other available resources to support activities that help to ensure meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services, language interpretation and translation services, or the purchase of adaptive equipment.

### **Reporting**

STOP Formula Grant Program grantees are required to submit annual progress reports, semi-annual programmatic reports, and quarterly financial reports. Appropriate financial and programmatic report forms will be provided to all grantees. Future awards and fund drawdowns may be withheld if reports are delinquent.

## ***F. Application Information***

### **Application Contents**

This section describes what is included in a complete application package. Applicants should anticipate that failure to submit an application that contains all of the specified elements may result in a delay in processing the award. It is the responsibility of the applicant to ensure that a complete application is submitted by the deadline.

Applicants should not submit documents that were not specifically asked for in this AGF. All materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.

### **Application Requirements**

Applications must include the following documents and demonstrate that the program eligibility requirements have been met. Applications that do not address all of the following components will be considered substantially incomplete and may result in a delay in funds.

- 1. Application**
- 2. Excel Budget Worksheet**
- 3. IRS 501(c)(3) Exemption Determination Letter (if applicable)**
- 4. Contractor Authorized Signatory Form (state agencies are exempt)**
- 5. Federally Approved Indirect Cost and Fringe Rate Agreements (if applicable)**
- 6. Certification of Consultation/Memorandum of Agreement**
- 7. Legal Assistance for Victims Certification Letter (if applicable)**
- 8. Subgrantee Risk Assessment**
- 9. Organizational Chart**

### **Application**

All applicants are required to use the fillable PDF application provided by OGR. Applicants must have Adobe Reader version 9.5 or higher to complete the Application Template. The software can be found at <http://get.adobe.com>. Please refer to the document for further instructions.

### **Budget**

All applicants are required to use the Excel Budget Worksheet provided by OGR. Please refer to the document for further instructions, an overview of allowable costs, and additional match information.

### **IRS 501(c)(3) Exemption Determination Letter**

Non-profit victim service providers are required to submit documentation of their IRS 501(c)(3) status with their application.

### **Contractor Authorized Signatory Form**

Applicants must complete the [Contractor Authorized Signatory Listing Form](#) (state agencies are exempt), which identifies the individual(s) authorized to sign contracts for the organization. Applicants may authorize multiple signatories; however, the authorized signatory on the application must be identified on this form. This form must be notarized. *Applicants will only need to submit this form for new staff that were not listed as an Authorized Signatory in FFY17.*

### **Indirect Cost Rate Agreement**

Applicants that intend to charge indirect costs through the use of an indirect cost rate must have a federally-approved indirect cost rate agreement. Please include a copy of a current, signed federally-approved indirect cost rate agreement. Applicants that have never received a federally-approved indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs which may be used indefinitely.

### **Certification of Consultation/Memorandum of Agreement**

OVW requires that all STOP funded state, local, and tribal court, law enforcement, and prosecution applicants certify that they have consulted with a victim service provider during the development of their application in order to ensure that the proposed activities are designed to improve the safety, confidentiality, and economic independence of victims. For additional information regarding victim service providers in Massachusetts, visit the Jane Doe, Inc., Massachusetts Coalition Against Sexual and Domestic Violence [website](#).

The consultation must take place between the STOP grant applicant and the community based victim service provider and may include the following activities: (1) planning meeting(s) held prior to submission of the application to discuss the outline of the grant application; (2) ongoing phone and/or in-person meetings to discuss progress of funded project; and (3) coordination of referrals and services for victims of domestic violence, sexual assault, stalking and/or dating violence.

The Certification of Consultation must include, at a minimum, the following information:

1. An outline as to how and when the consultation took place;
2. An outline of continued collaboration; and
3. Signed by the authorizing official of **both** the applicant and community-based victim service provider.

### **All agencies intending to sub-contract or partner with another agency must include a Memorandum of Agreement (MOA) with their application.**

The MOA must include, at a minimum, the following information:

1. Summary of each agency's role and responsibilities for the proposed project;
2. Clear outline of expected deliverables, timeframes, hours and rates of compensation; and
3. Signed by the authorizing official of **both** agencies.

### **Legal Assistance for Victims Certification Letter**

Applicants that plan to use STOP funds for legal assistance must submit a Legal Assistance for Victims Certification Letter. This certification shall take the form of a letter, on agency letterhead, signed and dated by the authorizing official. For a sample letter, see [Appendix B](#).

### **Subgrantee Risk Assessment**

All applicants must complete the [Subgrantee Risk Assessment Form](#) to assist OGR in evaluating the adequacy of the organization's financial management system and to identify areas of need for training and technical assistance.

### Organizational Chart

All applicants are required to attach an organizational chart of their agency reflecting: (1) location of the proposed STOP project within the organization; (2) name (if applicable) and title of the proposed STOP funded staff; and (3) the FTE(s) breakdown for all STOP funded staff.

### Application Checklist

It is the responsibility of the applicant to ensure that the application is complete and submitted by the deadline. Failure to submit all required documents may result in a delay in access to funds. Applicants should refer to the chart below to ensure that all required documentation is included as requested.

| Application Document   | Hard Copy Submission | Electronic Copy Submission |
|--|----------------------|----------------------------|
| 1. Application   |                      |                            |
| 2. Excel Budget Worksheet  |                      |                            |
| 3. IRS 501(c)(3) Exemption Determination Letter (if applicable)  |                      |                            |
| 4. Contractor Authorized Signatory Form (state agencies are exempt) <i>Applicants will only need to submit this form for new staff that were not listed as an Authorized Signatory in FFY17.</i> |                      |                            |
| 5. Federally Approved Indirect Cost and Fringe Rate Agreements (if applicable)   |                      |                            |
| 6. Certification of Consultation/Memorandum of Agreement   |                      |                            |
| 7. Legal Assistance for Victims Certification Letter (if applicable)   |                      |                            |
| 8. Subgrantee Risk Assessment  |                      |                            |
| 9. Organizational Chart  |                      |                            |

## G. Grant Submission

**Applicants must submit their application by utilizing two methods:**

### 1: Hard Copy

*One hard copy of all application documents and required attachments must be submitted either via U.S. Post Office, UPS, FedEx or hand delivery to OGR. All original documents that require a “wet/original ink” signature must be sent. Only original applications with original signatures will be accepted. Applicants are encouraged to use tracking numbers if submitted via U.S. Post Office, UPS, or FedEx.*

Please mail applications to:

Office of Grants and Research  
Violence Against Women Act STOP Grant Program  
10 Park Plaza, Suite 3720-A  
Boston, MA 02116  
Attn: Jenny Barron, VAWA Program Coordinator

## **2: Electronic Copy**

*Applicants must submit all documents as separate attachments.* The PDF grant application is fillable and can be saved. It is strongly encouraged that applicants save their progress as they complete their applications. Application documents created by OGR must be received in their respective formats (PDF, Excel) and cannot be accepted in an alternative format (i.e. scanned copies). Applicants may use read receipts to ensure delivery of applications.

Application documents must be emailed to [vawastopagf@mass.gov](mailto:vawastopagf@mass.gov).

**Ensure that all required attachments are labeled correctly** (refer to the application checklist, above), clearly identifying whom they are from and what the document is. OGR recommends using the following example as a proper attachment label:

2019\_STOP\_Application\_AgencyName  
2019\_STOP\_Budget\_Agency Name

**Applications are due no later than December 2, 2019.**

### **Contact Information**

For assistance with the requirements of this AGF, contact Jenny Barron at [vawastopagf@mass.gov](mailto:vawastopagf@mass.gov) or 617-725-3333

### **Notification**

OGR anticipates notifying all applicants of funding decisions on or about December 20, 2019.

## APPENDIX A

### FFY 2019 STOP VIOLENCE AGAINST WOMEN FORMULA GRANTS

*Applicants must apply for the exact amount that corresponds with their agency.*

#### AGENCY

|   |           |                     |
|---|-----------|---------------------|
| Adams PD  | \$        | 28,380.16           |
| Administrative Office of the Trial Court        | \$        | 146,455.26          |
| Asian Task Force Against Domestic Violence      | \$        | 83,200.74           |
| Assumption College Police Department            | \$        | 33,651.39           |
| Bedford Police Department                       | \$        | 35,759.86           |
| Behavioral Health                               | \$        | 43,666.68           |
| Boston Area Rape Crisis Center                  | \$        | 48,938.44           |
| Boston Medical Center Domestic Violence Program | \$        | 122,207.71          |
| Boston PD                                       | \$        | 125,370.40          |
| Bristol DA                                      | \$        | 109,556.81          |
| Cambridge PD                                    | \$        | 46,302.29           |
| De-Novo (formally CLSCC)                        | \$        | 68,441.36           |
| Department of Corrections                       | \$        | 88,471.97           |
| Department of Public Health                     | \$        | 120,099.23          |
| DOVE  | \$        | 76,348.18           |
| Elizabeth Freeman Center                        | \$        | 67,387.13           |
| Fitchburg PD                                    | \$        | 62,115.92           |
| Hampden County Sheriff                          | \$        | 46,302.29           |
| Independence House                              | \$        | 125,370.44          |
| Jewish Family & Children's Service              | \$        | 35,759.87           |
| Martha's Vineyard Community Services            | \$        | 30,488.65           |
| Mashpee PD                                      | \$        | 54,209.11           |
| Massachusetts District Attorneys Association    | \$        | 127,478.91          |
| Middle DA                                       | \$        | 130,641.65          |
| Norfolk DA                                      | \$        | 232,903.10          |
| Northeast Legal Aid                             | \$        | 48,410.76           |
| Northwestern DA                                 | \$        | 131,695.88          |
| Our Deaf Survivors Center                       | \$        | 46,302.28           |
| Pathways for Change                             | \$        | 130,641.65          |
| Pittsfield PD                                   | \$        | 56,317.59           |
| RESPOND   | \$        | 48,410.77           |
| RIA House                                       | \$        | 88,471.97           |
| Safe Passage                                    | \$        | 141,184.09          |
| The Network/La Red                              | \$        | 46,302.28           |
| Womanshelter/Compañeras                         | \$        | 48,937.90           |
| Worcester PD                                    | \$        | 62,115.92           |
| Yarmouth PD                                     | \$        | 62,115.92           |
| <b>Total Amount to be Awarded</b>               | <b>\$</b> | <b>3,000,414.55</b> |

## APPENDIX B

### Sample Certification Letter [Applicant Letterhead] [Date]

VAWA STOP Grant Program  
Executive Office of Public Safety & Security  
Office of Grants & Research  
10 Park Plaza, Suite 3720-A  
Boston, MA 02116

This letter serves to certify that **[Applicant]** is in compliance with the following statutory requirements (including requiring subgrantees to meet the requirements):

- (1) Any person providing legal assistance through a program funded under the STOP Program
  - (A) has demonstrated expertise in providing legal assistance to victims of domestic violence, dating violence, sexual assault or stalking in the targeted population; or
  - (B) (i) is partnered with an entity or person that has demonstrated expertise described in subparagraph (A); and
  - (ii) has completed, or will complete, training in connection with domestic violence, dating violence, stalking, or 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 state, local, territorial, or tribal 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 a program funded under this Program has informed and will continue to inform state, local, or tribal domestic violence, dating violence, sexual assault, or stalking programs and coalitions, as well as appropriate State and local law enforcement officials of their work.
- (4) The grantee's organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, domestic violence, dating violence, or child sexual abuse is an issue.

Sincerely,

**[Applicant's Authorizing Official]**