

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



**Federal Fiscal Year 2022
Violence Against Women Act
STOP Formula Grant Program
Availability of Grant Funds**

Release Date: September 26, 2022

Eligibility

Eligible applicants: Massachusetts state agencies; local and tribal law enforcement; non-profits, public, and/or private non-governmental agencies; or federally recognized Indian tribes with experience providing services and/or technical assistance to victims of domestic violence, sexual assault, dating violence, or stalking. Faith-based and culturally specific community-based organizations are also eligible to apply.

Deadline: October 26, 2022

Applications are due by
(See "[Grant Submission](#)")

**Charles Baker
Governor**

**Karyn Polito
Lieutenant Governor**

**Terrence M. Reidy
Secretary**

**Kevin Stanton
Executive Director**

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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 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, stalking, and human trafficking.

Funding dedicated for this grant opportunity is contingent upon OGR receiving the FFY 2022 STOP Formula Grant award from OVW. Please thoroughly review this Availability of Grant Funds (AGF) document and all related attachments before developing your application.

Important Dates:	
AGF Posted:	September 26, 2022
Bidders Virtual Meeting:	September 29, 2022
Question and Answers on AGF/Application:	October 19, 2022
Applications Due:	October 26, 2022
Award Announcements:	December 2022

Bidders Virtual Meeting

OGR will be hosting a bidders virtual meeting that will include an overview of this AGF and provide an opportunity for participants to ask questions on **September 29, 2022**.

Violence Against Women Act - AGF – Bidders Meeting
Thu, Sep 29, 2022 10:00 AM - 11:00 AM (EDT)
Click on the below link to register:

<https://attendee.gotowebinar.com/register/2122569140463960335>

Although interested applicants are encouraged to join us, conference participation is strictly voluntary and **NOT** mandatory to be considered for a grant award.

Questions and Answers

Application Questions (FAQ's) OGR will accept written questions pertaining to this AGF through **October 19, 2022**. Questions must be submitted via email to Jenny.Barron@mass.gov. The responses to all questions will be routinely updated with a final FAQ section posted no later than **October 20, 2022** at: <https://www.mass.gov/service-details/justice-and-prevention-grants>.

OGR will **NOT** respond to questions about this opportunity after **October 19, 2022**.

Eligibility Requirements and Special Conditions

Eligibility

Entities eligible to apply include: Massachusetts state agencies; local and tribal law enforcement; non-profits, public, and/or private non-governmental agencies; or federally recognized Indian tribes with experience providing services and/or technical assistance to victims of domestic violence, sexual assault, dating violence, or stalking. Faith-based and culturally specific community-based organizations ⁽¹⁾ are also eligible to apply.

Special Conditions for Law Enforcement Entities

Law Enforcement applicants must agree to the following special conditions:

- a. In accordance with the Massachusetts General Law, Chapter 209A (MGL ch.209A), each law enforcement agency is required to have adopted a policy consistent with Chapter 403, Section 15 of the Acts of 1990;
- b. Law enforcement applicants must include a brief description in their project narrative of how the recently updated 2017 Domestic Violence Law Enforcement and Adult Sexual Assault Guidelines will be adopted by their department. The Guidelines can be found at: www.mass.gov/doc/2017-domestic-violence-law-enforcement-guidelines/download
- c. MGL ch.209A, Section 6(4) instructs departments responding to domestic abuse incidents to provide victims with a written copy of the language set forth in 209A. Applicants must document their provision for and use of such written notice in their application;
- d. Submit all Uniform Crime Report (UCR) data (i.e., offense, arrest, hate crime, LEOKA, and SHR, as necessary) to the Massachusetts State Police (MSP) Crime Reporting Unit (CRU) on a monthly basis using the forms and procedures proscribed by the CRU. *This condition does not apply to departments submitting National Incident Based Reporting System (NIBRS) data;*
- e. Submit NIBRS extracts to the MSP CRU and implement a monthly process to do so no later than the conclusion of the grant period. This condition applies to departments with a records management system whose vendor is capable of creating NIBRS extracts;
- f. Law enforcement sub-recipients will be required to demonstrate compliance with UCR or NIBRS submissions as a condition of receiving grant funds;
- g. Police departments applying must speak to the policy in place for responding to requests for U visa certificates (supplement B of Form I-918);
- h. Departments will also be required to collect and submit to OGR on a quarterly basis, the number of reports concerning an incident, offense, or alleged offense, investigated or made, on a form provided by the department as per Massachusetts General Law, Chapter 41, Section 98G;
- i. Applicants must adhere to the standards of practice for civilian advocates created by OGR and the former Governor's Commission on Sexual Assault and Domestic Violence, and approved by the Massachusetts Chiefs of Police Association. Please refer to **Attachment G** for the Guidelines for Specialized Domestic Violence Civilian Advocates in Police Departments; and
- j. If applicable, applicants must define the screening method(s) within the project narrative of the application, as well as include a copy (as an attachment), that will be used to determine that the incarcerated or formerly incarcerated women and men being served through this grant are victims of domestic violence, sexual assault, dating violence, or stalking. Allowable services within this purpose area include mental health counseling, personal economic planning, parenting skills, safety planning, etc.

(i) A culturally specific community-based organization is a nonprofit, nongovernmental organization or tribal organization that serves a specific geographic community that (1) focuses primarily on domestic violence, dating violence, sexual assault or stalking; (2) has established a specialized culturally specific program that addresses domestic violence, dating violence, sexual assault, or stalking; (3) has a primary focus on underserved populations (and includes representatives of these populations) and domestic violence, dating violence, sexual assault, or stalking; or (4) obtains expertise, or shows demonstrated capacity to work effectively, on domestic violence, dating violence, sexual assault and stalking through collaboration; and (5) is primarily directed toward racial and ethnic minority groups (as defined in section 1707(g) of the Public Health Services Act) (i.e., American Indians including Alaska Natives, Eskimos, and Aleuts; Asian Americans; Native Hawaiians and other Pacific Islanders; Blacks; and Hispanics); and (6) is providing services tailored to the unique needs of that population.

Special Conditions for Prosecution Entities

Prosecution applicants must agree to the following Special Conditions:

- a. Prosecutorial type agencies must attest to their use of the *Massachusetts Prosecutors' Domestic Violence and Sexual Assault Trial Notebooks* for VAWA funded prosecutors, and the *Victim-Witness Advocate Reference Manual* for training victim witness advocates supported with VAWA funds; and
- b. District Attorneys' Offices applying must speak to the policy in place for responding to requests for U visa certificates (supplement B of Form I-918).

Funding Allocation, Parameters and Project Duration

OGR is federally mandated to allocate VAWA STOP funding in the following manner:

Allocation ⁽²⁾	Funding Categories
30%	Victim Services: non-profits, public, and/or private non-governmental agencies (<i>of which 10% must be awarded to culturally specific community-based organizations</i>)
25%	Law Enforcement: local and tribal law enforcement, and state agencies performing criminal justice nexus
25%	Prosecution: prosecution entities
15%	Discretionary: (<i>OGR will distribute amongst categories based on need and demand</i>)
5%	Courts: state and tribal

Note: When completing Attachment A, applicants must ensure they select the appropriate funding category (listed above), regardless of whether funds are being sub-contracted out to a separate agency/organization. For example, a victim services applicant sub-contracting to a law enforcement agency cannot apply under the law enforcement category. One must select the victim services category for consideration of funding.

OGR anticipates awarding projects that range between a **minimum of \$40,000** to a **maximum of \$250,000** in federal funding over a 12-month grant period.

Parameters and Project Duration

- OGR anticipates awarding approximately **\$2,500,000** in federal grant funding as a result of this AGF.
- Eligible applicants may only submit **ONE** application on behalf of their agency/organization. Agencies submitting more than one application will be disqualified.
- All applicants (except non-profit victim service providers and federally recognized tribes) are required to submit a **25%** non-federal cash or in-kind **match**.
- The project period will begin on or about **January 1, 2023** and end **December 31, 2023**.
- **Successful applicants selected for funding will be eligible for an additional three years of continuation funding, essentially making this a four-year grant award. Continuation funding will be contingent upon OGR receiving additional VAWA STOP formula funding, a sub-recipient's success in meeting their project deliverables, and ability to adhere to all state and federal rules and regulations.**

All funding decisions are made at the discretion of the Executive Director and Secretary of Public Safety and Security. It is anticipated that grant awards will be announced in **December 2022**.

(2) Pursuant to VAWA 2017, at least 20% of the total amount awarded will be allocated to projects in two or more categories (prosecution, victim services, etc.) that meaningfully address sexual assault.

Activities That May Compromise Victim Safety Will Not Be Supported

OVW has determined that the following activities have been found to or may jeopardize victim safety, deter, or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions, and cannot be supported with STOP funds:

- 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;
- Procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services. Please refer to **Attachment I** for further guidance related to this requirement.
- Procedures or policies that impose requirements on victims in order to receive services (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.);
- Procedures or policies that fail to include conducting safety planning with victims;
- 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 D/deaf or hard of hearing;
- 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;
- Couples counseling, family counseling, or any other manner or joint victim-offender counseling as a routine or required response to domestic violence, sexual assault, dating violence, or stalking, or in situations in which child sexual abuse is alleged;
- Offering or ordering anger management programs for offenders as a substitute for batterer's intervention programs;
- 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;
- Requiring survivors to meet restrictive conditions in order to receive services (e.g., background checks of victims, clinical evaluations to determine eligibility for services) 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;
- Relying on batterer intervention programs that do not use court monitoring to hold batterers accountable for their behavior;
- Policies and procedures that fail to account for the physical safety of victims;
- 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 also the U.S. Department of Housing and Urban Development for guidance on how such ordinances and addenda may violate the Fair Housing Act; and
- 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.

Unallowable Activities

VAWA STOP funds are not permitted to support the following items and activities:

- Rape Aggression Defense classes;

- Law enforcement equipment such as uniforms, safety vests, shields, and weapons (equipment, such as cameras, specifically designated for investigating domestic violence, sexual assault, dating violence, or stalking incidents *are* allowable);
- Development or implementation of curricula for primary or secondary schools. However, funds may be used for projects that make students aware of services in the region such as referral programs, support groups, etc.;
- Media campaigns or campaigns directed toward the general public;
- Research, lobbying, and fundraising; or
- Purchase of real estate property, moving expenses, and construction or physical modifications to buildings, including minor renovations such as painting or carpeting.

Any unallowable activities must be removed from the application

Grant Compliance Details

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

1. Grants Management

- Federal grant applicants who are registered with the System for Award Management (SAM) are assigned a Unique Entity Identifier (UEI) that has phased out the nine-character Data Universal Numbering System (DUNS). The UEI is assigned by and viewable within SAM, but Grants.gov users can also find it listed under their organization profile. (Grants.gov retrieves the UEI from SAM). To view your organization's UEI, follow instructions by clicking [here](#).
- 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 subgrantee's 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 is required of subgrantees.
- Cooperation during OGR monitoring endeavors, including site visits and desk reviews is required of subgrantees.
- If overspending occurred or expired funds have not been de-obligated from a previous grant from OGR, 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 \$0.62 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 [2 CFR 200 Subpart F: Audit Requirements](#). OGR's local government and non-profit subgrantees will be required to submit a Single Audit (formerly A-133) summary to OGR annually upon request.
- Subgrantees must submit Equal Employment Opportunity Plans (EEO) information electronically via the [EEO Reporter Tool](#) to the Office for Civil Rights (OCR), Office of Justice Programs (OJP), and U.S. Department of Justice (DOJ), as required upon receipt of Federal funds.
- In accordance 34 U.S.C. § 12291(b)(2), subgrantees are required to meet the terms with regard to nondisclosure of confidential or private information, which includes creating and maintaining documentation of compliance, such as policies and procedures for release of victim information.
- Subgrantees must ensure that, as part of the hiring process for any position within the that is or will be funded (in whole or in part) with award funds, the subrecipient properly verifies the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. § 1324a(a)(1) and (2). Details of the subrecipient's obligations under this condition are posted on the OVW website at <https://www.justice.gov/ovw/award-conditions> (Award Condition: Employment eligibility verification for hiring under award).
- 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 is awarded by the Office of Grants and Research 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

- Subgrantees must comply with the Federal Funding Accountability and Transparency Act and will receive further instruction by OGR 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, as requested by OGR.
- 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.
- OGRs’ selection of subgrantee agencies 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, OGR 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
Investigations Division
ATTN: Grantee Reporting
950 Pennsylvania Ave., NW
Washington, DC 20530
(202) 616-9881 (fax)
<https://oig.justice.gov/hotline/contact-grants.htm>
(select "Submit Report Online")

Office of the Inspector General
John W. McCormack State Office Building
One Ashburton Place, Room 1311
Boston, MA 02108
800-322-1323
IGO-FightFraud@state.ma.us

Office of the State Auditor
Massachusetts State House, Room 230
Boston, MA 02133
617-727-2075
Auditor@SAO.state.ma.us
<https://www.mass.gov/how-to/report-waste-and-abuse>

Federal Purpose Areas

The STOP Formula Grant Program contains twenty-four purpose areas of which twelve are applicable to Massachusetts. In FFY 2022, 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)(15)).
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 domestic violence, dating violence, sexual assault, and stalking, as well as the appropriate treatment of victims, including implementation of the grant conditions in section 12291(b) of this title;
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 and legal assistance to underserved populations, providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of domestic violence, dating violence, sexual assault, and stalking.
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 individuals 50 years of age or over, individuals with disabilities, and Deaf individuals who are victims of domestic violence, dating violence, sexual assault, or stalking, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, legal assistance, and other victim services to such 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, including rehabilitative work with offenders.
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 domestic violence, dating violence, sexual assault, and stalking and personnel in local law enforcement agencies in order to improve the enforcement of protection orders. Jessica Gonzales Victim Assistants shall have expertise in domestic violence, dating violence, sexual assault, or stalking and may undertake the following activities-
 - a. developing, in collaboration with prosecutors, courts, and victim service providers, standardized response policies for local law enforcement agencies, including the use of evidence-based indicators to assess the risk of domestic and dating violence homicide and prioritize dangerous or potentially lethal cases;
 - b. notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency;
 - c. referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services); and
 - d. taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order;
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 domestic violence, dating violence, sexual assault, or stalking, whose ability to access traditional services and responses is affected by their sexual orientation or gender identity, as defined in section 249(c) of title 18;

Please refer to the FFY 2022-2025 [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;³
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

⁽³⁾ 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" <https://nnev.org/content/violence-against-women-act/>

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.

OVW Guidelines and Requirements

As mandated by the VAWA and subsequent legislation, applications **must** include and/or address the following:

Accommodations and Language Access

Recipients of OVW funds must comply with applicable federal civil rights laws, which, among other things, prohibit discrimination on the basis of disability and national origin. Applicants are encouraged to allocate grant funds to support activities that help to ensure individuals with intellectual, developmental, mental health, and physical disabilities, D/deaf individuals, and persons with limited English proficiency (LEP) have meaningful and full access to their programs. Applications that include the use of grant funds to create websites, videos, and other materials must ensure that they are accessible to persons with disabilities.

Legal Assistance

Applicants proposing to provide legal assistance with STOP funds must submit a Legal Assistance for Victims Certification Letter. Applicants will not be allowed to use funds for legal assistance without a signed certification letter, signed and dated by the applicant's authorizing official. All sub-recipients proposing to provide legal assistance must certify in writing they meet the criteria as outlined by OVW. Please refer to **Attachment G** for a sample letter outlining the statutory requirements.

Consultation with Victim Services Providers

OVW requires that all VAWA STOP funded state, local, and tribal court, law enforcement, and prosecution related applicants certify that they have consulted with victim services providers during the course of the development of their application.

- **Law Enforcement Applicants:** If sub-contracting with a victim service provider, a law enforcement applicant must submit a MOA certifying that consultation with a qualifying local domestic violence and/or sexual assault victim service provider took place in developing the application. Additionally, the MOA must include details regarding an agreement between the law enforcement agency and the qualifying victim service provider in implementing the proposed project. Please refer to **Attachment D (Sample 1)** for a sample MOA/Certification of Consultation form.

Note: Victim service applicants looking to sub-contract or partner with law enforcement to establish and/or maintain a civilian police advocacy program must include an MOA with their application. Applicants are encouraged to use Attachment D as a reference when developing their MOA.

If a law enforcement applicant is not sub-contracting with a victim service provider, a Certification of Consultation with a qualifying local domestic violence and/or sexual assault victim service provider took place in developing the application must be included with your application. Please refer to **Attachment D (Sample 2)** for a sample Certification of Consultation form.

The MOA should, at a minimum, include the following:

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. Must be signed by the authorizing official of *both* agencies.
- **Court or Prosecution Applicants:** If not sub-contracting with a victim service provider, a court or prosecution applicant must consult with a victim service provider during the planning and development of this AGF to ensure that any proposed activities are designed to improve the safety, confidentiality, and

economic independence of victims. For additional information regarding victim service providers in Massachusetts, please visit the Jane Doe, Inc., Massachusetts Coalition Against Sexual and Domestic Violence website at: <http://www.janedoe.org/>.

The consultation must take place between the VAWA STOP grant applicant and the 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 VAWA STOP grant application; (2) ongoing phone and/or in-person meetings to discuss progress of the VAWA STOP grant funded project; and (3) coordination of referrals and services for victims of domestic violence, sexual assault, dating violence, or stalking. Please refer to **Attachment E** for a sample Certification of Consultation Form.

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

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 victim service provider.

Note: Applicants proposing to develop, continue, restore and/or expand a High Risk Response Team must submit a detailed MOA with a minimum of three collaborating partners, one of which must be a victim service provider.

A. Application Requirements

The following components should be answered in the VAWA Grant Application Response Template (**see Attachment A**):

Section 1: Project Narrative

The narrative is comprised of four sections: (1) *Executive Summary*; (2) *Statement of the Problem and Needs Assessment*; (3) *Program Description*; and (4) *Goals, Objectives, Activities, Timeline, Performance Measures, and Evaluation*.

1. Executive Summary (1 page limit)

- Provide a summary of the agency's history providing services to victims of domestic violence, sexual assault, dating violence, or stalking, capacity and qualifications to implement the proposed project, and its role within the community(ies) being served.

Culturally specific community-based organizations must address the following:

If you are submitting an application as a culturally specific community-based organization, please also include a description of your agency's experience serving the identified population, experience of staff in working with said population, language proficiency, and integration of staff within the target community(ies).

2. Statement of the Problem and Needs Assessment (3 page limit)

This section should clearly identify the problem and support the stated issues with relevant data to justify the request for the programs, services, or activities being proposed.

- Applicants must describe the need, nature, and extent of domestic violence, sexual assault, dating violence, or stalking within the proposed community, region, and/or population to be served. At a minimum, responses should include the number of victims served or are seeking services from the applicant; incidents responded to and/or investigated, and/or cases prosecuted by the applicant within the last twelve months;
- Describe the intended target population using demographic and other data where possible; and

- Statements should be supported with up to date statistical or other factual information/data or relevant literature. The sources or methods used for assessing the problem should also be identified and described.

3. Program Description (5 page limit)

This section should address both the scope and intent of the program, strategy, or activity, and how it will address the problem and needs previously identified.

- Types of services and/or activities to be provided by the proposed project;
- Describe any risk factors to be addressed and protective factors; and
- Detailed description of applicant and/or project's collaboration with victim service, criminal justice and community-based partners that reflects a regional and coordinated approach in addressing domestic violence, sexual assault, dating violence, or stalking. Please include the names of collaborating agencies or partners.

Law Enforcement applicants must address the following:

1. How the department plans to implement:
 - The 2017 Domestic Violence Law Enforcement Guidelines;
 - The 2017 Adult Sexual Assault Law Enforcement Guidelines; and
 - Protocol for informing victims of their rights under MGL ch.209A.
2. How confidentiality will be handled if a civilian advocate is not an employee of a victim service provider (if applicable);
3. Does your department have a public website? If yes:
 - Are there information and/or referral services for community-based domestic violence and sexual assault programs?
4. How your department responds to requests for U visa certificates (supplement B of Form I-918). For additional information regarding this requirement, please refer to the link below:
[https://victimsofcrime.org/docs/Toolkit%20Bulletins/u-visa-toolkit-final-\(2\).pdf?sfvrsn=0](https://victimsofcrime.org/docs/Toolkit%20Bulletins/u-visa-toolkit-final-(2).pdf?sfvrsn=0).

Prosecution applicants must address the following:

1. How your agency will utilize *the Massachusetts Prosecutors' Domestic Violence and Sexual Assault Trial Notebooks* for prosecutors and the *Victim-Witness Advocate Reference Manual* for training victim witness advocates supported with VAWA funds; and
2. How your office responds to requests for U visa certificates (supplement B of Form I-918). For additional information regarding this requirement, please refer to the link below:
[https://victimsofcrime.org/docs/Toolkit%20Bulletins/u-visa-toolkit-final-\(2\).pdf?sfvrsn=0](https://victimsofcrime.org/docs/Toolkit%20Bulletins/u-visa-toolkit-final-(2).pdf?sfvrsn=0).

4. Goals and Objectives, Activities, Timeline, and Performance Measures

Applicants must clearly state the goals and objectives that will be achieved with VAWA STOP funds.

Goals: Goals are broad statements that describe the project's intentions. They suggest the desired end to which the project is directed. The goals of your project should be clearly stated, realistic, and must be attainable and measurable. Make sure to include your target population. *In stating your goals, be careful to describe the desired end, and not the means to the end.*

Objectives: An objective is a statement of the specific measurable indicator that will allow you to judge whether the goal has been achieved. Objectives should be specific, measurable, action-oriented, realistic, and time specific. There may be more than one objective involved in pursuit of a particular goal. The event or project activity must answer the questions: Who or what will change? Where will the change occur or the event take place? When (period of time) will the event occur? How will the change happen? Objectives may change due to project progression. The more specific your objectives are, the easier it will be to determine if your project has achieved them.

Activities and Timeline: Applicants must provide a detailed description of programmatic activities to be carried out within the proposed project period. This section should include the following information:

- A detailed timetable and list of tasks/activities for implementing your project;
- A schedule of their occurrence, who will carry out the activities, and a description of how long it will take to complete each activity with specific start and end dates of each; and
- If the application is for training, it must include proposed trainers (if known) and a tentative schedule of dates and locations for the trainings.

Performance Measures: Realistic and adequate performance measures must be developed at the outset of the project. This section should describe the process that will be implemented to help identify how you will know whether you are meeting *each* of your objectives. This section should describe how you will know whether your project is:

- Serving the population it was intended to serve;
- Accomplishing what it was intended to accomplish; and
- Experiencing obstacles.

For example, how will you know that the VAWA STOP funded position is serving the domestic violence victims your agency intended to serve? What strategies will you put in place to ensure that victims receive the proposed services? This section should also indicate potential problems that may be encountered when implementing the proposed project. Examples of obstacles could include outreach issues and language barriers. For example, perhaps you are having difficulty reaching particular populations and as a result, your agency does not receive calls to assist those particular victims.

Finally, this section should include a description of how you will collect data about your project. For example, how will you know the number of victims you have assisted? Will you track this information in an Access database, in an Excel spreadsheet, in hard copy documents, or in some other way? Who will be responsible for tracking this information and who will review it? How will you make use of the data?

Example: Goals, Objective, Activities, Timeline, and Performance Measurements

Goal: Improve police response to domestic violence amongst the Haitian immigrant population

Objective 1: Conduct outreach to 100% of Haitian victim(s) within 24 hours of incident

- | | |
|--|---------------|
| • Post civilian police advocate job | Jan. 1 |
| • Interview candidates | Feb. 2-Feb. 7 |
| • Hire Haitian speaking advocate | By Feb. 20 |
| • Advocate calls each victim twice daily | Daily |

Objective 2: Increase patrol officer knowledge of department domestic violence guidelines by 75%

- | | |
|---|------------|
| • Create & print DV Quick Guides | By Mar. 1 |
| • Advocate & Lt. supervisor Roll Call DV Training | Mar. 10-15 |

Performance Measurements

- # Haitian speaking advocates hired
- # of contacted victims; # of victims served
- # of DV Guides distributed to officers
- # of patrol officers at DV training roll call
- Survey all patrol officers pre/post roll call

Section 2: Budget Detail and Narrative Form

Applicants must submit a twelve-month budget that outlines the necessary costs to implement the proposed project. Applications must be prepared utilizing the forms listed below:

- Budget Detail and Narrative Form (Refer to **Attachment A**); and
- Excel Budget Worksheet (Refer to **Attachment B**). Please be sure to complete and submit both the summary sheet and worksheet tabs.

Allowable Cost Categories	Definitions and Required Documentation for Grant Application Submission
<i>Personnel</i>	<ul style="list-style-type: none">• Full or part-time regular salaried employees working on the grant.
<i>Overtime</i>	<ul style="list-style-type: none">• Allowable for all personnel working on the grant with adequate training and experience in responding to domestic and/or sexual violence incidents.• Allowable costs are limited to costs associated with investigating cases; court appearances; attending trainings; and/or participating in high-risk/sexual assault teams are allowable.
<i>Fringe</i>	<ul style="list-style-type: none">• Based on federally negotiated rate agreement or established formula by sub-recipient's accountant, comptroller, or human resource unit. Costs are limited to the employer's share of life insurance, health insurance, social security, pension, unemployment, and workers compensation costs.• Include copy of approved or audited rate with the application.• If applicant does not have a federally approved or audited rate, actual known costs must be itemized by type and include rate computation in the appropriate section of the budget form.
<i>Indirect Costs</i>	<ul style="list-style-type: none">• Federally negotiated and approved rate agreement from the federal cognizant agency for costs that are not readily assignable to a particular project, but necessary to the operation, maintenance of the organization, and performance of the project. Copy of approved rate agreement must be included with the application.• Any non-federal entity, except for state, local units of government, or Indian tribes, that has never received a negotiated indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. If chosen, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. Once elected, this methodology must be used consistently for all federal awards until such time as a non-federal entity chooses to negotiate for a rate, which the non-federal entity may apply to do at any time.

	<ul style="list-style-type: none"> All departments or agencies of the governmental unit desiring to claim indirect costs under federal awards must prepare an indirect cost rate proposal, and related documentation to support those costs. The proposal and related documentation must be retained for audit in accordance with the records retention requirements contained in §200.333 Retention Requirements for Records. If a governmental unit receives more than \$35 million in direct federal funding, the indirect cost rate proposal must be submitted to the federal cognizant agency for approval.
<i>Consultants</i>	<ul style="list-style-type: none"> The maximum rate for consultants is \$650 per an eight hour day or \$81.25/hour (excluding travel and subsistence costs). Any request for compensation over \$650 per day requires prior approval by OGR.
<i>Contracts</i>	<ul style="list-style-type: none"> A competitive process based on the organization's procurement policy should be followed when procuring sub-contracted services.
<i>Travel</i>	<ul style="list-style-type: none"> Travel directly related to the purpose of the grant. In-state travel costs associated with the grant shall include mileage rates not in excess of the state rate (currently \$0.62 per mile) as well as the actual costs of tolls and 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.
<i>Equipment</i>	<ul style="list-style-type: none"> Tangible, non-expendable items; cost based on classification of equipment. Applicants should follow their organization's own procurement policy.
<i>Supplies</i>	<ul style="list-style-type: none"> General supplies required for project or office (pens, pencils, postage, training materials, copying paper, and other expendable items such as books, ink, etc.).
<i>Other</i>	<ul style="list-style-type: none"> Costs listed in this category may include costs that cannot be listed within the aforementioned cost categories (rent, phone, printing, utilities, etc.).

Match Requirement

Non-profit victim service providers and federally recognized tribes are **exempt** from providing match. For purposes of this application, non-profit victim service providers must submit documentation of their 501(c)(3) status with their application. **Note:** If you are a non-profit victim service provider applying for a project under purpose areas 2 and/or 10, the law enforcement agency you are collaborating with is responsible for providing the required 25% match.

For all applicants submitting an application (*excluding* non-profit victim service providers and tribes), the federal share of a VAWA STOP grant may not be more than 75% of the total costs of the project. Therefore, a 25%, non-federal, cash or in-kind match is required.

In-kind match may include:

1. Equipment;
2. Office supplies, workshop, or classroom materials;
3. Work space; or
4. Value of time contributed by professional and technical personnel, and other skilled and unskilled labor if the services they provide are a necessary part of the funded project.
 - a. Match expenditures must be committed for each funded project and cannot be derived from other federal funds.
 - b. Fringe benefits may be included as match.
 - c. Match funds are restricted to the same uses as the VAWA STOP grant funds, and must be spent within the designated grant period.
 - d. Applicants must ensure that their match is identified in a manner that guarantees its accountability during an audit.
 - e. Each applicant must list in the budget form the source and type of match funding being provided.

Calculating Match

- There is a 25% match requirement imposed on grant funds under this program for Law Enforcement, Prosecution and Courts.
 - **Please Note:** To assist applicants in determining the 25% match requirement, the funding request can be divided by three. The resulting figure will equal 25% of the total project cost as the grantor (DOJ) requires that the match be at least 25% of the TOTAL grant AND match funds. An example is provided below.

Grant Funds (75%)	\$60,000.00	<i>Amount of Funds Requested</i>
Match Funds (25%)	\$20,000.00	= \$60,000.00 / 3
Total Project Cost (100%)	\$80,000.00	(\$80,000.00 x 25% = Match Funds)

- 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.

Application Review Criteria

All applications will be subject to a **competitive** peer review process and will be numerically assessed based on the following factors:

Applicant Review Criteria	
Executive Summary and Program Narrative	30 Points
Project Goals, Objectives, Timeline, and Activities	20 Points
Performance Measures	10 Points
Reasonable and Cost Effective Budget	25 Points
Proposal Completeness	15 Points
Total	100 Points

As indicated above, an applicant can earn up to 15 points for the submission of a complete application. This includes adherence to rules and guidelines for submission, such as: signatures, submitting required attachments, responding to all application components, page limits, etc.). Other factors that may be considered when making final grant award decisions will be geographic location of services, adhering to VAWA mandated allocation of funds, and population being served.

Note: *The Commonwealth of Massachusetts reserves the right to reject any or all proposals, to waive informalities and minor irregularities in proposals received, and to accept any portion of the proposal or all items proposed, if deemed in the best interest of the Commonwealth to do so. Failure of the applicant to provide information requested in this availability of grant funds (AGF) shall be the responsibility of the applicant agency and may result in disqualification of the AGF. The fact that an applicant meets eligibility requirements and applies for eligible services, does not guarantee funding.*

Application Submission Process

Applicants must submit their application using the following method:

1: Hard Copy

A signed application and all required attachments must be submitted either U.S. Post Office, UPS, or FedEx to OGR. Applicants are encouraged to use tracking numbers when submitting via U.S. Post Office, UPS, or FedEx. Applications must be either postmarked or received by OGR by 4:00 p.m. on October 26, 2022.

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 Administrator

2: Electronic Copy

In addition to the mailed application, applicants must submit all documents via email. 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 (fillable 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 ****

Please ensure that all required attachments are sent as individual documents and labeled correctly (refer to the application checklist, above), clearly identifying the applicant. OGR recommends using the following **example** as a proper attachment label:

2022_STOP_Application_**AgencyName**
2022_STOP_Budget_**AgencyName**

Applications are due no later than October 26, 2022.

Contact Information

For assistance with the requirements of this AGF, contact Jenny Barron at Jenny.Barron@mass.gov.

Notification

OGR anticipates notifying all applicants of funding decisions in December 2022.

Grant Application Checklist

Applicants must complete a number of attachments when responding to this AGF. **Note:** The documents listed below and highlighted in **bold** must be completed by all applicants. All other documents must be completed by the applicant type designated in the title or may be used as a resource or guideline in developing the applicant's application. All of the attachments can be downloaded from the following website and are outlined below. <https://www.mass.gov/service-details/justice-and-prevention-grants>

- ☐ A complete application including **one signed original** mailed no later than the submission deadline.
- ☐ A completed unsigned VAWA STOP Grant Application Response Template (see **Attachment A**) **as a fillable PDF- not a scan** and Excel Budget Worksheet (see **Attachment B**), submitted electronically, no later than the submission deadline.
- ☐ Contractor Authorized Signatory Form (all applicants except state agencies - see **Attachment C**).
- ☐ Documentation of approved rates for Fringe, Indirect, and 501 (c)(3) status (if applicable).
- ☐ MOA/Certification of Consultation for Law Enforcement Applicants (see **Attachment D**).
- ☐ MOA/Certification of Consultation for Victim Services Applicants looking to sub-contract or partner with law enforcement to establish and/or maintain a civilian police advocacy program (see **Attachment D**).
- ☐ Certification of Consultation for Court and Prosecution Applicants (see **Attachment E**).
- ☐ Certification Letter for Applicants Proposing to Provide Legal Assistance (see **Attachment F**).
- ☐ Guidelines for Specialized Domestic Violence Civilian Advocates (Police Departments only when applicable – no signature required see **Attachment G**)
- ☐ Sub-Grantee Risk Assessment (see **Attachment H**).

Documents for Review Only:

Notice of Statutory Requirement to Comply with the Confidentiality and Privacy Provisions of the Violence Against Women Act (**Attachment I**).

Required Application Elements:

Law Enforcement: Assurance of the adoption of the 2017 Domestic Violence Law Enforcement Guidelines and Adult Sexual Assault Guidelines, implementation of a protocol for informing victims of their rights under MGL ch.209A, NIBRS compliance, and U visa process.

Prosecution: Assurance of agency use of the *Massachusetts Prosecutors' Domestic Violence and Sexual Assault Trial Notebooks*, *Victim-Witness Advocate Reference Manu*