

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



Federal Fiscal Year 2024
Violence Against Women Act
STOP Formula Grant Program
Availability of Grant Funds
Renewal Opportunity

Release Date September 16, 2024

Eligible applicants are limited to: Current recipients of the FY 2023 STOP grant award. This is a continuation grant, not a competitive grant opportunity.
(See "[Eligibility Information](#)")

Applications are due by October 16, 2024

Maura T. Healey
Governor

Kimberley Driscoll
Lieutenant Governor

Terrence M. Reidy
Secretary

Kevin J. Stanton
Executive Director

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A. Program Overview

The Office of Grants and Research (OGR), an agency that is a part of the Executive Office of Public Safety and Security (EOPSS), 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 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 continuation grant opportunity is contingent upon OGR receiving the FFY 2024 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.

Key Dates

Important Dates:	
AGF Posted:	September 16, 2024
Deadline for Questions:	October 2, 2024
Applications Due:	October 16, 2024
Award Announcements:	December 2024
Grant Period:	On or about January 1, 2025 through December 31, 2025

Questions and Answers

OGR will accept written questions pertaining to this AGF through **October 2, 2024**. Questions must be submitted via email to Jenny.Barron@mass.gov.

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, 2025.

Award Amounts

Total funding available through this AGF is approximately \$3.2 million and is subject to receipt of funding from the DOJ. **Eligible applicants are required to submit a twelve-month operating budget for their predetermined FFY24 allocation amount, found in Appendix A.**

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

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

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

Nonprofit victim service providers and federally recognized tribes are **exempt** from providing match. **Note:** If you are a nonprofit 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* nonprofit 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.

¹ "culturally specific" means "primarily directed toward racial and ethnic minority groups," which are defined by 42 U.S.C. § 300u-6(g) as "American Indians (including Alaska Natives, Eskimos, and Aleuts); Asian Americans; Native Hawaiians and other Pacific Islanders; Blacks; and Hispanics."

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	<i>= \$60,000.00 / 3</i>
Total Project Cost (100%)	\$80,000.00	<i>(\$80,000.00 x 25% = Match Funds)</i>

- The following provisions apply to match requirements:
 1. The subgrantee may satisfy the match requirement with cash (e.g., funds contributed from private sources or state and/or local governments), in-kind services (e.g., services or goods donated by the applicant organization or other entities), or a combination of cash and in-kind services.
 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 reviewed on following criteria for this continuation grant year:

- **Applicant/Project Information** (5 points): applicant must provide agency contact and fiscal information, identify the purpose area(s) for the project, provide a brief project summary, and attest to eligibility and non-supplanting of funds.
- **STOP Project Summary** (10 points): a description of the STOP program, the target population served, and **evidence of success** from previous VAWA award(s).
- **Executive Summary** (10 points): a summary of the agency's history providing VAWA-related services, its capacity and qualifications to implement the project, and experience serving the target population.
- **Statement of Problem/Needs Assessment** (15 points): 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. All statements should be supported with up to date statistical or other factual information/data or relevant literature.

- **Program Description** (20 points): 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
- **Project Goals, Objectives, Activities, Timeline, and Performance Measures** (15 points): Applicants must clearly state the goals and objectives for the agency and community as a result of receiving VAWA funding. The Online Application will allow for up to four (4) Goals.
- **Reasonable and Cost-Effective Budget** (25 points): *If budget includes any unallowable costs, the subgrantee will be asked to resubmit their budget for a second review.*
- **Law Enforcement/Prosecution Applicants** must also address additional questions about implementation of relevant guidelines, resources, and confidentiality requirements.
- **All applicants** must submit complete proposals and adequately address all application questions.

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 application. The fact that an applicant meets eligibility requirements and applies for eligible services does not guarantee funding.

C. Eligibility Information

Eligible Applicants

This AGF is open *only* to current recipients of the FY 2023 STOP grant award who are soon to complete Year Two of their project. This is a continuation grant for Year Three of this STOP 4-year renewal grant, this is not a competitive grant opportunity. Current recipients must propose to continue the same program, services, and activities as approved for Year Two of funding.

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 Grants Financial Guide \(justice.gov\)](#) 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.

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 <https://justicegrants.usdoj.gov/news/how-to-locate-your-uei-04.05.2022.pdf>

- 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 an 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 commingling 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 nonprofit 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 nonprofit 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 (EEOP) information electronically via the [EEOP 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 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 was supported by Subgrant No. ____ (to be provided by OGR) _____ awarded by the Office of Grants and Research for the Office on Violence Against Women, U.S. Department of Justice's 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.

Other Grant Requirements

- Subgrantees must comply with the Federal Funding Accountability and Transparency Act and will receive further instruction by OGR upon award.
- Nonprofit agencies may not sub-contract to state agencies. However, state agencies may sub-contract to nonprofit agencies or local units of government, and local units of government may sub-contract to nonprofit agencies.
- Subgrantees are expected to attend all STOP-related trainings as requested by OGR.
- Subgrantees choosing to further sub-grant all or any part of the STOP award to an implementing agency or an independent contractor shall 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 include the provisions of the OGR standard subgrant conditions and explicitly outline the expected deliverables, timeframes/hours, and rates. A copy of the contract or MOA must be submitted to OGR.
- Procurement of services, equipment, and supplies must follow MGL ch.30B for local units of government and nonprofit 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, 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 must agree to and abide by all state and federal rules, regulations, and conditions pertaining to the receipt, administration, and management of federal funds.

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, 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 the purposes of the grant. Reports may be made to any of the entities below.

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

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 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>

D. Funding Areas

Purpose Areas

The STOP Formula Grant Program contains 20 purpose areas, of which 12 are applicable to Massachusetts. In FFY 2024, funds under the STOP Formula Grant Program may be used in Massachusetts 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 sexual assault, domestic violence, dating violence, and stalking, as well as the appropriate treatment of victims of these crimes.
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, 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 [FFY2022-2025 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. 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.²
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.

²If 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](#)."

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.
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 OGR.

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.

E. Administrative and National Federal Policy Requirements

Violence Against Women Act Non-Discrimination Provision

The Violence Against Women Reauthorization Act of 2013 added a civil rights provision that applies to all FFY 2024 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 subgrantees 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 subgrantees. 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 requested in this AGF. All materials submitted as part of an application are subject to release 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 incomplete, which may result in a delay in funds. This AGF along with all other required documents can be found on our website:

<https://www.mass.gov/info-details/violence-against-women-act-vawa-stop-grant-program>

1. Online Application
2. Excel Budget Worksheet
There will be (2) Attachment A's.
 - *Municipalities (Police Departments) / Non-Profits*
 - *State Agencies*
3. Subgrantee Risk Assessment
4. Certification of Consultation/Memorandum of Agreement (if applicable)
5. Legal Assistance for Victims Certification Letter (if applicable)

6. Federally Approved Indirect Cost and Fringe Rate Agreements (if applicable)

Application Instructions

The application must be completed as outlined here.

- Submission of all attachments will be completed through the online application.
- All applicants are required to submit the online application via the link below:

[FFY2024 Violence Against Women Act Grant Program Application \(cognitoforms.com\)](https://cognitoforms.com)

Section I. Applicant/Project Information:

- Agency Contact and Fiscal Information
- Purpose Area(s): select which purpose areas will be addressed with your program funds
- Project Summary: provide a brief summary of the STOP program to be funded (250 words)
- Applicant eligibility confirmation: attest to applicant eligibility requirements
- Non-Supplanting: attest to non-supplanting of federal dollars for the stated project

Section II. STOP Program Summary

- Description of STOP program (Maximum length 1 double-spaced page or about 2,000 characters)
- Description and evidence of success from previous VAWA Award(s) (1 double-spaced page or about 2,000 characters)
- Identification of counties served, and percentage of funding allocated to crime (Domestic Violence, Sexual Assault, Dating Violence, Stalking)
- Percentage of funding that is allocated to prevent crime in; Domestic Violence; Sexual Assault; Dating Violence; Stalking.

Section III. Project Narrative

- A. Executive summary (1 double-spaced page or about 2,000 characters)

The Executive Summary should include:

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

- B. Statement of the Problem and Needs Assessment (2 double spaced pages or about 6,000 characters)

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. All statements should be supported with up to date statistical or other factual information/data or relevant literature.

- 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;
 - Identify and describe the sources or methods used for assessing the domestic violence, sexual assault, dating violence, and/or stalking problem in the community.
- **C. Program Description** (5 double spaced pages or about 10,000 characters)
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. The following items must be addressed in your response:
 - Identify and describe the types of services and/or activities to be provided by the proposed project;
 - Describe how the proposed project will address the problem and needs previously identified.
 - Describe any risk factors to be addressed and protective factors; and
 - Provide a 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

Section IV. For Law Enforcement Applicants Only

- Has your agency implemented the following:
 - 2017 EOPSS Domestic Violence Law Enforcement Guidelines
 - 2017 EOPSS Adult Sexual Assault Law Enforcement Guidelines
 - Protocol for informing victims of their rights under MGL ch.209A
- How will confidentiality be handled if a civilian advocate is not an employee of a victim service provider (if applicable)?
- Does your agency have a public website where information and referral services for community-based domestic violence and sexual assault programs can be accessed?
- How does your agency respond to requests for U Visa certificates (supplement B of Form I-918)?

Section V. For Prosecution Applicants Only

- How will your agency 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 STOP funds?
- How does your agency respond to requests for U Visa certificates (supplement B of Form I-918)?

Section VI. Goals, Objective, Activities, Timeline and Performance Measures and Evaluation

Applicants must clearly state the goals and objectives for the agency and community as a result of receiving VAWA funding. The Online Application will allow for up to four (4) Goals.

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

- **Objectives:** Objectives describe the purpose of the program activities that support the goal(s). They describe intermediate results or accomplishments to be achieved by the program in pursuing its goal(s). The event or program activity must answer the questions: Who or what will change? Where will 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 program progression. The more specific your objectives are, the easier it will be to determine if your program has achieved them. Use numbers wherever possible.
- **Activities and Timeline:** Provide the primary activities to be carried out within the proposed program period. Please include:
 - List of major tasks/activities, and
 - Start and end dates of each activity.
- **Performance Measures/Evaluation:** All applicants must continuously evaluate their programs, services, and activities to monitor success. 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?

Section VII. Budget Narrative

Applicants **must** state their **funding request** and their **match contribution**. To calculate the minimum match requirement, divide the requested amount by 3. For additional information, please refer to the match requirement section of this AGF (p. 3-4)

The Budget Narrative should give an overall description and justification of all cost categories requested on the Budget Excel Worksheet (**Attachment A**). Applicants should use this section to further describe why there is a need for each category included in the budget, including any hires under personnel, a particular training being requested, supplies needed, etc. Cite any local procurement rules/regulations required in order to purchase the items or services described. If

known, include information on the vendor that will be utilized for stated project and/or describe the process utilized to select a vendor/contractor. Reviewers need to see how budget items correlate to the program, activity, or strategy as described in the Program Narrative section.

Budget: Applicants are **required to use the Budget Excel Worksheet provided by OGR**. Please be sure to complete both Excel tabs (Summary Tab and Details Tab) and upload and submit the Worksheet in Excel format with your application response. Please refer to the document for further instructions, an overview of allowable costs, and additional match information.

Allowable Budget Cost Categories	Definitions and Documentation Requirements
Personnel Costs	Full- or part-time regular salaried employees working on the grant.
	A copy of staff resume(s) and/or job descriptions must be included in the applicant's response.
Overtime	List the name and title for each employee requesting overtime. -- Indicate overtime rate for employees Include a copy of your agency's overtime policy with your application.
Fringe Benefit Costs*	Eligible costs include the employer share of the following: Life insurance Health insurance Social security costs Pension costs Unemployment insurance costs Workers compensation insurance Cost amounts for direct fringe benefits can be either actual costs or rates per employee calculated by the fiscal or human resource unit in your organization (rate computations must be included) Include copy of approved rate agreement in the application response.
Consultants/Contract Costs	Consultant or contractor fees. The maximum rate for consultants is \$650 for an eight-hour day or \$81.25 per hour (excluding travel and subsistence costs). Any request for compensation over \$650 per day requires prior written approval by OGR. Requests for a waiver of this requirement, with documented justification, must be made in writing at the time of application. Budget should reflect the hourly rate and estimated amount of hours per contractor/consultant.
Equipment	Tangible non-expendable personal property having a useful life of more than one year; cost based on classification of equipment.

Travel Costs	Travel directly related to the purpose of the grant. In-state travel costs associated with the grant shall include mileage rates not to exceed \$0.62 per mile, as well as the actual costs of tolls and parking. Note that 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.
Supplies	Supplies required for program
Other Costs	Items (e.g., rent costs, telephone costs, training material costs)
Indirect Costs**	Federally negotiated and approved rate for costs that are not readily assignable to a particular project, but are necessary to the operation, maintenance of the organization and performance of the project (e.g., facility fees, rent, utilities, etc.). Include a copy of the federally approved rate with the proposal. Applicants must include a copy of the federally approved rate with the proposal. If applicants do not have a federally approved rate, they can use the current federally approved de minimis rate .

* Fringe

- For state agencies, please use the Fiscal Year 2025 Proposed Fringe Benefit and Payroll Tax Rates.
 - Fringe Benefit – 43.43%
 - Payroll Tax – 1.62%
 - **Total – 45.05%**

** Indirect

- For state agencies, please use your agency's approved Fiscal Year 2025 Indirect Cost Rate Agreement.

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.

Certification of Consultation/ Memorandum of Agreement (MOA)

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

1. An outline of how and when the consultation took place,
2. An outline of continued collaboration, and
3. Signature of the authorizing official of **both** the applicant and community-based victim service provider.

See Attachment C for sample Certification of Consultation/MOA with a Victim Service provider letter for Court and Prosecution applicants

See Attachment D for sample Certification of Consultation/MOA with a Victim Service provider letter for Law Enforcement applicants

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. Signature of 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 that is signed and dated by the authorizing official. For a sample letter, see **Attachment E**.

G. Grant Submission Process and Deadline

Please review the following instructions carefully.

The application and attachments are to be submitted electronically via the online application form. Emailed submissions will NOT be accepted.

**This AGF and all other required documents can also be found on our website:*

<https://www.mass.gov/info-details/violence-against-women-act-vawa-stop-grant-program>

Online Submission

All applicants are required to submit the online application via the link below:

[FFY2024 Violence Against Women Act Grant Program Application \(cognitoforms.com\)](https://cognitoforms.com/massgov/FFY2024-Violence-Against-Women-Act-Grant-Program-Application)

The Following documents required documents can be uploaded to the online application:



- **Attachment A:** Budget Worksheet -
 - There will be (2) Attachment A's.
 - Municipalities (Police Departments) / Non-Profits
 - State Agencies
- **Attachment B:** Sub-Grantee Risk Assessment

If Applicable:

- **Attachment C/D:** Certification of Consultation/MOA with Victim Service Providers to be signed by the victim service provider partner with the court, prosecution, or law enforcement applicant
- **Attachment E:** Certification Letter for Applicants Proposing to Provide Legal Assistance
- Federally Approved Indirect Cost Rate, if indirect costs are included in the budget
- Fringe Rate Agreement, if fringe costs are included in budget

Please ensure that all required attachments are uploaded to the online application as individual documents. The document name should include the applicant and attachment name.

Please contact Jenny.Barron@mass.gov if your agency has any questions regarding the online forms.

Online applications must be submitted no later than 4:00 p.m. on October 16, 2024.

Contact Information

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

Notification

All funding decisions are at the discretion of the Executive Director of OGR and Secretary of Public Safety and Security. **It is anticipated that grant awards will be announced in December 2024.**

Grant 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 checklist below to ensure that all required documentation is included as requested.

All Applicants:

- ☐ Submitted Online Application – Please Notify OGR immediately if applicant is unable to utilize the online application.
- ☐ Excel Budget Worksheet uploaded to the online application (see **Attachment A**).
- ☐ Sub-Grantee Risk Assessment uploaded to the online application (see **Attachment B**).

If applicable, the following documents must be uploaded to the online application:

- ☐ Certification of Consultation/MOA with Victim Service Providers, if applicant consulted with Victim Service Provider in creating this application (see **Attachment C/D** for sample letters for law enforcement and courts and prosecution applicants).
- ☐ Certification Letter for Applicants Proposing to Provide Legal Assistance (see **Attachment E** for sample).
- ☐ Federally Approved Indirect Cost Rate, if indirect costs are included in the budget.
- ☐ Fringe Rate Agreement, if fringe costs are included in the budget.

All Applicants:

- ☐ Notice of Statutory Requirements to Comply with the Confidentiality and Privacy Provisions of VAWA, as amended: **must read and check agreement in online application.**

Law Enforcement Applicants Only:

- ☐ Guidelines for Specialized Domestic Violence Civilian Advocates **Police Department's must read and check agreement in online application.**

APPENDIX 1
FFY 2024 STOP VIOLENCE AGAINST WOMEN FORMULA GRANTS
Applicants must apply for the exact amount that corresponds with their agency.

Subrecipient	Allocation Category	FY2024 Allocation
Adams Police Department	Law Enforcement	\$ 35,861.54
Administrative Office of the Trail Court	Courts	\$ 153,043.65
Alianza	Victim Services	\$ 45,145.09
Alternative House	Discretionary	\$ 56,431.35
Asian Task Force Against Domestic Violence	Victim Services	\$ 93,901.78
Assumption University Police Department	Law Enforcement	\$ 39,511.27
Bedford Police Department	Law Enforcement	\$ 40,349.38
Behavioral Health Network	Discretionary	\$ 54,675.72
Boston Area Rape Crisis Center	Discretionary	\$ 51,916.85
Boston Medical Center Domestic Violence Program	Victim Services	\$ 125,403.02
Boston Police Department	Law Enforcement	\$ 145,687.72
Bristol County District Attorney's Office	Prosecution	\$ 101,764.50
Center for Community Health Education Research and Service, Inc	Discretionary	\$ 41,312.22
Community Legal Aid	Discretionary	\$ 12,540.30
DeNovo Center for Justice and Healing, Inc	Discretionary	\$ 76,746.64
DOVE	Victim Services	\$ 82,389.79
Elizabeth Freeman Center	Victim Services	\$ 75,618.02
Fitchburg Police Department	Law Enforcement	\$ 73,951.70
Gardner Police Department	Law Enforcement	\$ 11,230.77
Hampden County Sheriff's Department	Law Enforcement	\$ 44,955.94
Independence House, Inc	Victim Services	\$ 138,108.79
Jeanne Geiger Crisis Center	Discretionary	\$ 57,685.39
Jewish Family & Children's Service	Victim Services	\$ 37,620.90
Martha's Vineyard Community Services, Inc.	Discretionary	\$ 38,122.52
Mashpee Police Department	Law Enforcement	\$ 62,260.16

Massachusetts Alliance of Portuguese Speakers Inc. MAPS	Discretionary	\$ 42,364.90
Massachusetts Department of Corrections	Law Enforcement	\$ 98,179.48
Massachusetts District Attorney's Office	Prosecution	\$ 118,505.78
Middle District Attorney's Office	Prosecution	\$ 121,327.34
Norfolk District Attorney's Office	Prosecution	\$ 156,753.68
Northeast Legal Aid	Discretionary	\$ 48,270.31
Northwestern District Attorney's Office	Prosecution	\$ 122,267.86
Our Deaf Survivors Center	Victim Services	\$ 58,061.60
Pathways for Change	Victim Services	\$ 143,043.33
Pittsfield Police Department	Law Enforcement	\$ 64,763.75
Respond Inc.	Discretionary	\$ 60,253.17
RIA House	Victim Services	\$ 100,949.43
Safe Passage	Victim Services	\$ 100,322.41
Suffolk District Attorney's Office	Prosecution	\$ 144,599.09
The Network/La Red	Discretionary	\$ 52,255.44
Worcester Police Department	Law Enforcement	\$ 74,233.27
Yarmouth Police Department	Law Enforcement	\$ 74,233.27

TOTAL

\$3,276,619.12