

Attachment D

FFY 2024 VAWA STOP Grant Application

**Certification of Consultation/Memorandum of Agreement Templates for
Law Enforcement-Based Projects**

**Sample 1 – Certification of Consultation/Memorandum of Agreement for
Law Enforcement-Based Civilian Police Advocate Projects Subcontracting to a
Victim Service Provider**

Go to pages 2-4

**Sample 2 – Certification of Consultation/Memorandum of Agreement for
Law Enforcement-Based Civilian Police Advocate Projects NOT Subcontracting to a
Victim Service Provider**

Go to pages 5-6

**Certification of Consultation/Memorandum of Agreement Sample for
Law Enforcement-Based Civilian Police Advocate Projects Subcontracting to a Victim Service Provider**

Statement of Purpose

This is to certify that the _____ (law enforcement agency) has consulted with _____ (victim service provider), a victim service provider, with respect to the planning and implementation of the applicant's FFY 2024 VAWA STOP grant application in order to ensure that the proposed activities are designed to improve safety and confidentiality, and meet the needs of victims of domestic violence, sexual assault, dating violence, and/or stalking. Consultation was limited to guidance on the grant application and the victim service provider will not have authority over the project. This consultation included/will include the following activities:

1. Planning meeting occurred on _____ (**provide date**) to discuss the outline of the VAWA STOP grant application in preparation for submission to the Executive Office of Public Safety & Security;
2. Coordination of referrals and services for victims of domestic violence, sexual assault, dating violence, and/or stalking; and
3. Ongoing phone and/or in-person meetings to discuss the progress of the VAWA STOP grant-funded project have been tentatively scheduled for _____ (**provide dates of when the ongoing discussion will take place during the project period**).

Furthermore, this document represents a collaborative agreement entered into by _____ (law enforcement agency) and _____ (victim service provider). The objective of this document is to clarify each partner's commitment to achieving the goal of successfully intervening and advocating on behalf of victims in domestic violence, sexual assault, dating violence, and/or stalking cases within the communities of _____ (indicate city/towns being served). Therefore, each partner agrees to:

1. Actively work to strengthen and optimize the level of coordination and collaboration between the _____ (law enforcement agency) and _____ (victim service provider) to enhance the law enforcement response to domestic violence, sexual assault, dating violence, and/or stalking cases. This includes the exchange of non-confidential/private information, technical assistance, and mutual support as needed between staff;
2. Make the implementation of the programs' goals a management priority within the respective agencies or organizations; and
3. Actively work together to identify marginalized/underserved victims of domestic violence, sexual assault, dating violence, and/or stalking to ensure appropriate responses, services and referrals are made (homeless, co-occurring substance abuse or mental health issues, etc.).

The _____ (law enforcement agency) agrees to:

1. Provide a designated workstation within the department with phone (including private voicemail) and computer access;
2. Refer victims of 209A restraining orders; victims of 258E harassment orders; victims of domestic violence disturbance/arrest; sexual assault, dating violence, and/or stalking to the Civilian Domestic Violence Advocate for follow-up services;

3. Provide direct supervision from a police officer (preferably a sergeant or lieutenant) with domestic violence, sexual assault, dating violence, and/or stalking training and experience;
4. Adhere to the Executive Office of Public Safety & Security's Civilian Police Advocate Guidelines;
5. Assure the adoption of the 2017 Domestic Violence Law Enforcement Guidelines and Adult Sexual Assault Law Enforcement Guidelines;
6. Provide the Civilian Domestic Violence Advocate with opportunities to train police on domestic violence, sexual assault, dating violence, and/or stalking awareness issues (i.e. roll call briefings, supervisor staff meetings, etc.) as well as address any issues related to police response;
7. Invite the Civilian Domestic Violence Advocate to participate in Citizens Police Academy and other engagements (relating to domestic violence, sexual assault, dating violence, and/or stalking issues) as they arise;
8. Make referrals to _____ (victim service provider) regarding shelter, legal advocacy, counseling, support groups, housing, hotline services, etc.;
9. Assume responsibility for the administration of the VAWA STOP grant, including fiscal management, completion of all grant reports, and oversight of project related activities;
10. Identify a dedicated officer to respond to domestic violence, sexual assault, and/or stalking calls, conduct investigations, make court appearances, and attend high risk team meetings and trainings;
11. Provide a copy of all applicable Executive Office of Public Safety & Security, Office of Grants and Research grant conditions to _____ (victim service provider only if you are subcontracting to them); and
12. Compensate _____ (victim service provider only if you are subcontracting to them) for services rendered on behalf of _____ (law enforcement agency) by the Civilian Domestic Violence Advocate. The Civilian Domestic Violence Advocate will work _____ hours per week at a rate of _____ per hour.

The _____ (victim service provider) agrees to:

1. Employ a Civilian Domestic Violence Advocate to work _____ hours per week at a rate of _____ per hour to provide follow-up and referral services on behalf of the _____ (law enforcement agency). Furthermore, the Civilian Domestic Violence Advocate will work at the police department on _____ (indicate days of the week and hours per day);
2. Provide the Civilian Domestic Violence Advocate with direct supervision and support from the _____ (staff person/title within the victim service provider)
3. The _____ (staff person/title within the victim service provider) will provide direct supervision and support to the Civilian Domestic Violence Advocate;
4. Utilize _____'s (victim service provider) network of services and collaborations to provide safety planning and risk assessment, referral options, and legal advocacy, including information on the Massachusetts Victims Bill of Rights, domestic violence, sexual assault, dating violence, and/or stalking education, and support services to victims of domestic violence, sexual assault, dating violence, and/or stalking;
5. Ensure coordination and provision of services and referrals to victims of domestic violence, sexual assault, dating violence, and/or stalking;
6. Provide a safe, secure, and confidential space to store client files and information;
7. Provide a safe and confidential location to meet with victims expressing discomfort in meeting in a law enforcement environment;
8. Provide ongoing training for the Civilian Domestic Violence Advocate on domestic violence, sexual assault, dating violence, and/or stalking issues, including, but not limited to, crisis prevention/intervention, legal considerations, and cultural competence;

9. Provide annual in-service training and regular roll call briefs to _____ (law enforcement agency) on issues related to current domestic violence, sexual assault, dating violence, and/or stalking trends, resources for victims, and best practice models; and
10. Agrees to abide by all applicable grant conditions related to the VAWA STOP grant-funded project.

We, the undersigned, agree with the contents of this Memorandum of Agreement.

Print Name

Print Name

Signature Date

Signature Date

Chief of Police/Authorizing Official
Law Enforcement Agency

Executive Director/Authorizing Official
Victim Service Provider

**Certification of Consultation/Memorandum of Agreement Sample for
Law Enforcement-Based Civilian Police Advocate Projects
NOT subcontracting to a Victim Service Provider**

Statement of Purpose

This is to certify that the _____ (law enforcement agency) has consulted with _____ (victim service provider), a victim service provider, with respect to the planning and implementation of the applicant's FFY 2024 VAWA STOP grant application in order to ensure that the proposed activities are designed to improve safety and meet the needs of victims of domestic violence, sexual assault, dating violence, and/or stalking. Consultation was limited to guidance on the grant application and the victim service provider will not have authority over the project. This consultation included/will include the following activities:

1. Planning meeting occurred on _____ (**provide date**) to discuss the outline of the VAWA STOP grant application in preparation for submission to the Executive Office of Public Safety & Security;
2. Coordination of referrals and services for victims of domestic violence, sexual assault, dating violence, and/or stalking; and
3. Ongoing phone and/or in-person meetings to discuss the progress of the VAWA STOP grant funded program have been tentatively scheduled for _____ (**provide dates of when the ongoing discussion will take place during the project period**).

Furthermore, this document represents a collaborative agreement entered into by _____ (law enforcement agency) and _____ (victim service provider). The objective of this document is to clarify each partner's commitment to achieving the goal of successfully intervening and advocating on behalf of victims of domestic violence, sexual assault, dating violence, and/or stalking cases within the communities of _____ (indicate city/towns being served). Therefore, each partner agrees to:

1. Actively work to strengthen and optimize the level of coordination and collaboration between the _____ (law enforcement agency) and _____ (victim service provider) to enhance the law enforcement response to domestic violence, sexual assault, dating violence, and/or stalking cases. This includes the exchange of non-confidential/private information, technical assistance, and mutual support as needed between staff;
2. Make the implementation of the programs' goals a management priority within the respective agencies or organizations; and
3. Actively work together to identify marginalized/underserved victims of domestic violence, sexual assault, dating violence, and/or stalking to ensure appropriate responses, and services and referrals are made (homeless, co-occurring substance abuse or mental health issues, etc.).

The _____ (law enforcement agency) agrees to:

1. Provide a designated workstation within the department with phone (including private voicemail) and computer access;
2. Refer victims of 209A restraining orders; victims of 258E harassment orders; victims of domestic violence disturbance/arrest, sexual assault, dating violence, and/or stalking to the Civilian Domestic Violence Advocate for follow-up services;
3. Provide direct supervision from a police officer (preferably a sergeant or lieutenant) with domestic violence, sexual assault, dating violence, and/or stalking training and experience;
4. Adhere to the Executive Office of Public Safety & Security's Civilian Police Advocate Guidelines;

5. Assure the adoption of the 2017 Domestic Violence Law Enforcement Guidelines and Adult Sexual Assault Law Enforcement Guidelines;
6. Provide the Civilian Domestic Violence Advocate with opportunities to train police on domestic violence, sexual assault, dating violence, and/or stalking awareness issues (i.e. roll call briefings, supervisor staff meetings, etc.) as well as address any issues related to police response;
7. Invite the Civilian Domestic Violence Advocate to participate in Citizens Police Academy and other engagements (relating to domestic violence, stalking, sexual assault, dating violence) as they arise.
8. Referrals will be made to _____ (victim service provider) regarding shelter, legal advocacy, counseling, support groups, housing, and hotline services, etc.;
9. Assume responsibility for the administration of the VAWA STOP grant, including fiscal management, completion of all grant reports and oversight of project related activities; and
10. Identify a dedicated officer to respond to domestic violence, sexual assault, and/or stalking calls and conduct investigations, make court appearances, and attend high risk team meetings and trainings.

The _____ (victim service provider) agrees to:

1. Utilize _____ (victim service provider) network of services and collaborations to provide safety planning and risk assessment, referral options, and legal advocacy, including information on the Massachusetts Victims Bill of Rights, domestic violence, sexual assault, dating violence, and/or stalking education, and support services to victims of domestic violence, sexual assault, dating violence, and/or stalking;
2. Ensure coordination and provision of services and referrals to victims of domestic violence, sexual assault, dating violence, and/or stalking;
3. Provide ongoing training for the Civilian Domestic Violence Advocate on domestic violence, sexual assault, dating violence, and/or stalking issues including, but not limited to, crisis prevention/intervention, legal considerations, and cultural competence; and
4. Provide annual in-service training and regular roll call briefs to _____ (law enforcement agency) on issues related to current domestic violence, sexual assault, dating violence, and/or stalking trends, resources for victims, and beset practice models.

We, the undersigned, agree with the contents of this Memorandum of Agreement.

Print Name

Print Name

Signature

Date

Signature

Date

Chief of Police/Authorizing Official
Law Enforcement Agency

Executive Director/Authorizing Official
Victim Service Provider