

TO: Perspective Applicants

**FR: Maureen Querey
VAWA Planner**

DT: June 6, 2003

RE: Request for Concept Papers for fiscal year 2003 – S.T.O.P. Formula Grant Program

The Violence Against Women Act [VAWA] Implementation Committee is seeking concept papers under the Fiscal Year 2003 U.S. Department of Justice, Violence Against Women Office, S.T.O.P. (Services*Training*Officers*Prosecutors) grants to combat violent crimes against women as set out in Title IV of the Violence Crime Control and Law Enforcement Act of 1994. **The total approximated amount of funds available for new programs is \$114,006 (\$27,705.50 in victim services and \$86,300.50 in law enforcement).**

Priority will be given to concept papers that address the following needs:

- **Training:** Domestic Violence and/or Sexual Assault training for officers in small police municipalities. Training for victimless prosecution. Training for pro-bono attorneys and mental health professionals.
- Legal Services
- Probation and Parole Pager System
- **Prosecution:** Additional domestic violence prosecutors and social workers at the misdemeanor level and Justice of the Peace Courts.
- Transitional housing

Eligibility Requirements:

1. **Match: Awards made under this grant program may support up to 75% of the total cost of each project. Cash or in-kind services may be used as match.**
2. **The Violence Against Women Office has enumerated ELEVEN purpose areas for which S.T.O.P. funds may be used. All projects**

- 3. funded through this grant must fall under one of these program areas (see attached solicitation).**

Concept papers should follow the attached format. You may also visit the Domestic Violence Coordinating Council's website at <http://www.dvcc.state.de.us> to view or download the solicitation.

The DEADLINE for the submission of concept papers is Thursday, July 3, 2003. Concept papers should be submitted to:

Maureen Querey
VAWA Planner
Domestic Violence Coordinating Council
500 N. King Street, Suite 9425
Wilmington, DE 19801-3732

Or

Via e-mail at Maureen.Querey@state.de.us

If you have any questions, please contact Maureen Querey at (302) 255-0407.

SOLICITATION FOR CONCEPT PAPERS

Pursuant to “The State Procurement Act” (Title 29, Chapter 69 of the Delaware Code), The Delaware Criminal Justice Council (hereinafter referred to as the CJC) is hereby soliciting concept papers for the potential funding under the entitled FY2003 S.T.O.P. (Services, Training, Officers, and Prosecutors) Formula Grant. According to the Violence Against Women’s Office solicitation, *“the S.T.O.P. Violence Against Women Formula Grants Program promotes the development and implementation of effective victim-centered law enforcement, prosecution, and court strategies to address violent crimes against women and the development and enhancement of victim services involving violent crimes against women. By committing federal funding to these areas, the criminal justice system can restructure and strengthen their response to domestic violence, sexual assault, and stalking, drawing on the experience of all participants in the system, including victim advocates.”*

The eligibility requirements for this statewide grant include the following:

1. States must demonstrate how they will distribute the grant funds annually:
 - a. at least 25% must go to law enforcements
 - b. at least 25% must go to prosecution
 - c. at least 30% must go to victim service programs
 - d. at least 5% must go to court programs.
2. There must be equitable distribution, taking into consideration urban, non-urban, and rural differences, as well as previously underserved populations due to geographic isolation, racial or ethnic barriers, language barriers, or physical disabilities.
3. States are required to certify that they will incur the full out-of-pocket costs for forensic medical examinations involving sexual assault victims. **Also victims are not to bear any costs associated with the filing of criminal, warrant, protection order, or subpoena charges.**
4. Awards made under this grant program may support up to 75% of the total cost of each project. Cash or in-kind services may be used as match.
5. States are required to consult and coordinate with non-profit, nongovernmental victim services programs, including sexual assault and domestic violence service programs.

According to the S.T.O.P. Violence Against Women Office Formula Grant solicitation, the following **ELEVEN allowable purpose areas** have been identified:

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, and dating violence.

2. Developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including domestic violence and sexual assault.
3. Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services devoted to preventing, identifying, and responding to violent crimes against women, including sexual assault and domestic violence.
4. Developing, installing, or expanding data collection and communication systems, including computerized systems linking police, prosecution, and the courts or for the purpose of identifying and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of sexual assault and domestic violence.
5. Developing, enlarging, or strengthening victim service programs, including sexual assault, domestic violence, and dating violence programs; developing or improving the 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 sexual assault and domestic violence.
6. Developing, expanding, or strengthening programs addressing stalking.
7. Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes dealing with violent crimes against women, including the crimes of sexual assault and domestic violence.
8. Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by state funds, to coordinate the responses of state law enforcement agencies, prosecutors, courts, victim service agencies, and other state agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence.
9. 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.
10. 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 domestic violence or sexual assault,

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.

11. Providing assistance to victims of domestic violence and sexual assault in immigration matters.

Furthermore, it is important to note the following:

1. S.T.O.P. funds may **NOT** be used to support services that focus exclusively on children or to develop sexual assault or domestic violence prevention curricula for schools.
2. S.T.O.P. funds may **NOT** support legal or defense services for perpetrators of violence against women. But they may support batterers' intervention programs, if the intervention is part of a graduated range of sanctions that use the coercive power of the Criminal Justice System to hold abusers accountable for their criminal actions and for changing their behavior.

As a result of the FY03 Strategic Planning Session, the VAWA Implementation Committee has identified the following priorities:

- **Training:** Domestic Violence and/or Sexual Assault training for officers in small police municipalities. Training for victimless prosecution. Training for pro-bono attorneys and mental health professionals.
- Legal Services
- Probation and Parole Pager System
- **Prosecution:** Additional domestic violence prosecutors and social workers at the misdemeanor level and Justice of the Peace Courts.
- Transitional housing

Concept Papers are requested. The concept paper should follow the attached format. Concept papers should be forwarded to the attention of Maureen Querey at the following address on or before Thursday, July 3, 2003:

Maureen Querey
VAWA Planner
Domestic Violence Coordinating Council
500 N. King Street, Suite 9425
Wilmington, DE 19801-3732

Or

Via e-mail at Maureen.Querey@state.de.us

Request for Proposals:

Agency Profile:

Agency Name:	
Address:	
Contact Person:	
Telephone Number:	
Fax Number:	
Email Address:	
Geographic Area to be served:	
Purpose Area:	
Underserved/Marginal Population Served:	
Function of Services (domestic violence, sexual assault, or stalking):	
Funding Category (Law Enforcement, Prosecution, Victim Services, Courts, or discretionary):	

Problem Description: Describe the problem, in your community, you propose to address through this project. Indicate whether the proposed project would be a *new*, *expansion* or *continuation* project.

- Focus on the specific problem,
- Discuss how the problem is related to one or more of the goals of funding (see attached purpose areas),
- Provide supporting data and results of any relevant assessments,
- Identify any underserved populations in your community, and
- Discuss how this project will impact the underserved populations.

Program Goals and Objectives, Measurements and Assessment: The purpose of this section is to describe the broad goals for your project, present clear objectives designed to achieve those goals, and outline a plan to evaluate or assess in achieving your proposed outcomes.

Continuation grants only: Brief and concisely, provide an evaluation of past performances and progress. Using the questions below answer the following:

- What are the notable accomplishments of your program?
- Give the status of your current objectives.
- What coordination activities have occurred to date?
- What has been the impact of your project on underserved/marginal populations?
- What emerging issues and problems require attention?

Memorandum of Understanding: Each applicant must include as an attachment, a current Memorandum of Understanding (MOU) created and signed by those agencies identified as collaborators for this project.

Budget: Each applicant must include a budget summary, detailed budget, and budget narrative for the project. The budget must be complete, reasonable, and cost-effective to the proposed project. The budget should provide the basis for the computation of all project-related costs. It should cover the cost of all components of the project and clearly identify costs attributable to the project evaluation. There must be a clear link between the proposed activities and the proposed items.

Budget Detail Worksheet:

Budget Summary

	Federal Amount	Match (in-kind)	Total
Personnel			
Fringes			
Contractual			
Travel			
Supplies			
Operating			
Equipment			
Other			
Total			

Personnel: List each position by title and name, if possible. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position

Computation

Cost

Total:

Narrative (Provide justification for the personnel position).

Fringe Benefits: Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in the budget and only for the

Travel: Itemize travel expenses of project personnel by purpose. Show the basis of computation. In training project, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
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Total: _____

Narrative (Provide justification for the travel expenditures.):

Supplies: List items by type (office supplies, training materials, paper, expendable items) and show the basis for computation.

<u>Supply Item</u>	<u>Computation</u>	<u>Cost</u>
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Total: _____

Narrative: Provide justification for such supplies.

Operating: List items that contribute to the operation of this project (rent, postage, printing/copying, telephone, pager, cell phone, etc.).

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
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Narrative: Explain how the operating expenses are necessary for the success of the project.

Equipment: List non-expendable items that are to be purchased. Expendable items should be included in the Supplies category.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
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Total: _____

Narrative: Explain how the equipment is necessary for the success of the project.

Other: A Specific itemization of each type of expense with basis of computation.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
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Total: _____

Narrative: (Explain how the items in this category are necessary for the success of this project).