

State of Louisiana

Louisiana Commission on Law Enforcement and
the Administration of Criminal Justice



**S.T.O.P VIOLENCE AGAINST WOMEN
FORMULA GRANT PROGRAM (VAWA)
(SERVICES - TRAINING - OFFICERS - PROSECUTION)**

APPLICATION INSTRUCTIONS

Only an original signed with **BLUE ink** will be processed by LCLE

Fax and Online Submission will NOT be accepted

Louisiana Commission on Law Enforcement
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Please read these instructions before completing the application. Responses on application are to be provided in upper and lower case font – do not use all capital letters.

GENERAL FUNDING INFORMATION

PROGRAM PURPOSE

The Violence Against Women Act (VAWA) is authorized by Title 1 of the Omnibus Crime Control and Safe Streets Act of 1968, (Public Law 90-351, 42, U.S.C. 3711 *et seq.*, by adding a new "Part T". Part T comprises Sections 2001 through 2006, to be codified at 42 U.S.C. 379gg through 379gg-5). As amended by 103rd Congress, the Violence Against Women Act is set out in Title IV of the Violent Crime Control and Law Enforcement Act of 1994, (Public Law 103-322, 108 Stat. 1796 - September 13, 1994). Reauthorized in the Violence Against Women Act of 2000 (H.R. 3244, Division B - Titles I-VI) and in the Violence Against Women Act of 2005 (H.R. 3402, Section 1 and 2, Titles I-X).

The intent of VAWA is the reduction of violence against women. The following three aspects reflect the nature of the problem, which led to this act:

1. There are a tremendous number of incidents of violent crimes against women, many of which are often hidden and underreported.
2. Only recently has society begun to view violence against women as a serious criminal problem.
3. The criminal justice system has too often not been responsive to women in domestic violence and sexual assault cases.

The goal of this program is to encourage states and localities to restructure and strengthen the criminal justice response to be proactive in dealing with this problem; to draw on the experience of all the players in the system including the advocate community; and to develop a comprehensive set of strategies to deal with this complex problem. The development of such strategies necessitates a collaborative effort among police, prosecutors, the courts, and victim services providers.

The purpose of the STOP program is to assist states, American Indian tribal governments, and units of local government to develop and strengthen effective law enforcement and prosecution strategies to combat violent crimes against women, and to develop and strengthen victim services in cases involving violent crimes against women.¹

This Act reflects a firm commitment toward working to change the criminal justice system's response to violence that occurs when any woman is threatened or assaulted by someone with whom she has or has had an intimate relationship, with whom she was previously acquainted, or who is a stranger. To affect these ends Congress has appropriated funds to be made available in the form of formula and discretionary grants. Eligibility for formula grants is limited to the States, Territories, and the District of Columbia. To carry out the programs and projects specified in the Act, funds granted to qualified States may be further subgranted by the State.

FUNDING PRIORITIES

Grants under this Program shall provide: 1) Personnel, 2) Training, 3) Technical Assistance, 4) Evaluation, 5) Data Collection, and 6) Equipment/Supplies. These may be provided for the apprehension, prosecution, and adjudication of persons committing violent crimes against women. The grant may be used for one or more of the following fourteen purpose areas:

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 sexual assault and domestic violence.
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 the crimes against women, including sexual assault and domestic violence.
4. Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutions, 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, including the reporting of such information to the National Instant Criminal Background Check System.
5. Developing, enlarging, or strengthening victim services programs, including sexual assault and 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, enlarging, or strengthening programs addressing stalking.
7. Developing, enlarging, or strengthening programs addressing the needs and circumstances of American Indian tribes dealing with violent crimes against women including the crimes of sexual assault and domestic violence.
8. Supporting formal and informal statewide, multi-disciplinary efforts, to the extent not supported by state funds, to coordinate the response of

¹ Although both women and men may be victims of domestic violence, sexual assault, and stalking, women are the victims of the vast majority of these crimes. According to the Bureau of Justice Statistics, more than 85% of violent victimization by intimate partners between 1993 and 1998 were perpetrated against women. Women are between 13 and 14 times more likely to be raped or sexually assaulted; for instance, in 1994, 93% of sexual assaults were perpetrated against women. Four of five stalking victims are women. Data on male victimization do not show that males experience comparable victimizations and injury levels, do not account for women who act in self defense, and do not measure financial control, intimidation, and isolation used by perpetrators of domestic violence against women. For these reasons, this application kit may refer to victims as women and perpetrators as men. However, applicants who receive grants under this program must serve all victims regardless of gender.

state law enforcement agencies, prosecutors, courts, victim services 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 of 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.
12. Maintaining core victim services and criminal justice initiatives while supporting complementary new initiatives and emergency services for victims and their families.
13. Provide for special victim assistants in law enforcement agencies to serve as liaisons between victims and law enforcement in order to improve the enforcement of protection orders. (Jessica Gonzales Victim Assistants. For more information, go to www.lcle.la.gov.)
14. Improving responses to police-perpetrated domestic violence. (Crystal Judson Domestic Violence Protocol Program. For more information, go to www.lcle.la.gov.)

Examples of Innovative Approaches Under The Fourteen Purpose Areas

1. Instituting comprehensive training programs to change attitudes that have traditionally prevented the criminal justice system from adequately responding to the problem.
2. Forming specialized units within police departments and prosecutors' offices, or specialized multi-disciplinary units, devoted exclusively to the handling of domestic violence and sexual assault cases.
3. Establishing sexual trauma units in emergency rooms where forensic examinations, victim counseling, and victim advocacy are equally available.
4. Developing strategies that maximize resources by establishing regional approaches such as the registration and enforcement of protective orders across jurisdictional lines.
5. Establishing protocols to achieve better coordination in the handling of cases involving violence against women between civil and criminal courts.
6. Establishing and expanding victim services that address the special needs of women from minority and ethnic communities, women who are disabled, or women who do not speak English.
7. Increasing the number and type of services and criminal justice programs to include judicial education and court-related projects.
8. Initiating projects that address stalking.

Prohibited Activities or Uses of Funds

1. Indirect costs.
2. Funding legal or defense services for perpetrators of violence against women.
3. Media campaigns designed to educate the general public about violence against women.
4. Violence against women prevention programs not tied to direct services or interventions.
5. Developing sexual assault and domestic violence prevention curricula for schools.
6. Supporting services that focus exclusively on children.
7. Assisting battered women in obtaining divorces.
8. Paying for the cost of the forensic medical examination or any additional procedures for sexual assault victims.
9. Voucher programs where victims are directly given vouchers for services such as housing or counseling.
10. Immigration fees for battered immigrants.
11. Physical modifications to buildings, including minor renovations or construction.
12. Fundraising.
13. Research projects.

Limitations

1. Funding for civil justice assistance is allowable. However, it is limited to situations that bear directly and substantially upon criminal justice matters or are inextricably interwoven with criminal justice matters. Since it is consistent with the overall intent of the statute, legal assistance to victims attempting to obtain Civil Protection Orders may be supported.
2. STOP funds should be used for projects that serve or focus on adult and teen women who are victims of domestic violence, dating violence, sexual assault, or stalking. In general, victims served with STOP funds must be adults or teens.
3. Batters' intervention programs may be supported provided that the programs are 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. However, couples counseling or any intervention that requires participation by a victim or that is not designed to hold the offenders accountable for their violence behavior **cannot** be supported with STOP funds.
The specific allocation for batters' intervention programs may depend on the circumstances of the program and the particular State. Batterers' intervention may be supported through the "undesignated" portion of a State's STOP formula grant (i.e., the 15 percent that is not designated for law enforcement, prosecution, courts, or victim services) or the courts portion.

DEFINITIONS

1. **Courts** are civil or criminal, tribal, and Alaska Native Village, Federal, State, local or territorial courts having jurisdiction to address domestic violence, dating violence, sexual assault or stalking, including immigration, family, juvenile, and dependency courts, and the judicial officers serving in those courts, including judges, magistrate judges, commissioners, justices of the peace, or any other person with decision-making authority.
2. **Dating Violence** is violence committed by a person
 - 2.1. Who is or has been in a social relationship of a romantic or intimate nature with the victim, and
 - 2.2. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - 2.2.1. Length of the relationship.
 - 2.2.2. Type of relationship;
 - 2.2.3. Frequency of interaction between the persons involved in the relationship.
3. **Domestic Violence** is defined as felony or misdemeanor crimes of violence committed by:
 - 3.1. A current or former spouse of the victim;
 - 3.2. A person with whom the victim shares a child in common;
 - 3.3. A person who is cohabitating with or has cohabitated with the victim as a spouse;
 - 3.4. A person similarly situated to a spouse of the victim under domestic or family violence laws of the jurisdiction receiving grant monies;
 - 3.5. Any other adult person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
 - 3.6. Also, any crime of violence considered an act of domestic violence under state law is included.
4. **Forensic Medical Examination** is an examination provided to a sexual assault victim by medical personnel trained to gather evidence of a sexual assault in a manner suitable for use in a court of law. The examination should include at a minimum:
 - 4.1. Examination of physical trauma;
 - 4.2. Determination of penetration or force;
 - 4.3. Patient interview; and
 - 4.4. Collection and evaluation of evidence.
 - 4.5. The inclusion of additional procedures (e.g., testing for sexually transmitted diseases) to obtain evidence may be determined by the State, American tribal government, or unit of local government in accordance with its current laws, policies, and practices.
5. **Indian Tribe** is the term "Indian tribe" means a tribe, band, pueblo, nation, or other organized group or community of Indians, including any Alaska Native village or regional or village corporation, that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.
6. **Law Enforcement** is a public agency charged with policing functions, including any of its component bureaus (such as a government victim services program). Governmental victim services programs attached to a law enforcement agency may apply for the portion of the state grant designated for law enforcement.
7. **Prosecution** is any public office or agency charged with direct responsibility for prosecuting criminal offenders, including such as an office or agency component department or bureau (such as governmental victims services program). Governmental victim services programs attached to a prosecutor's office may apply for the portion of the state grant designated for prosecution. Prosecution support services, such as the following, shall be considered "direct responsibility" for purpose of this program:
 - 7.1. Overseeing or participating in statewide or multi-jurisdictional domestic violence task forces;
 - 7.2. Conducting training for state and local prosecutors; or
 - 7.3. Enforcing victim compensation and domestic violence-related restraining orders.
8. **Sexual Assault** is any conduct proscribed by Chapter 109A of Title 18, United States Code, whether or not the conduct occurs in the special maritime and territorial jurisdiction of the United States or in a Federal prison and includes both assaults committed, and includes:
 - 8.1. Assaults committed by offenders who are strangers to the victim, and
 - 8.2. Assaults committed by offenders who are known or related by blood or marriage to the victim.
9. **Underserved Population** includes populations underserved due to:
 - 9.1. Geographic location (such as rural isolation),
 - 9.2. Underserved racial or ethnic populations,
 - 9.3. Because of special needs such as language barriers, disabilities, alienage status, or age, and
 - 9.4. Any other population determined to be underserved by the Attorney General or by the Secretary of Health and Human Services, as appropriate.
10. **Units of Local Government** is:
 - 10.1. Any city, county (parish), township, town, borough, parish, village, or other general purpose political subdivision of a state, or Indian tribe which performs law enforcement functions as determined by the Secretary of the Interior.
 - 10.2. For the purpose of assistance eligibility, any agency of the District of Columbia government or the United States Government performing law enforcement functions in and for the District of Columbia and the Trust Territory of the Pacific Islands.
 - 10.3. In Louisiana, Sheriffs' Offices and District Attorneys' Offices are considered units of local government for purposes of applying for VAWA funds. (General Counsel opinions are on file with LCLE). In addition, Police Departments are not considered local units of government and must file applications through their cities.
11. **Victim Services** agencies are nonprofit, non-governmental organizations, that assist victims of domestic violence, dating violence, sexual assault, or stalking victims, including rape crisis centers, domestic violence shelters, faith-based organizations, organizations with a documented history of effective work concerning domestic violence, dating violence, sexual assault or stalking, or other sexual assault or domestic violence programs, including nonprofit, non-governmental organizations assisting domestic violence or sexual assault victims through the legal process.

- 11.1. Funding may include support for lawyer and non-lawyer advocates, including specialized domestic violence court advocates in courts where a significant number of protective orders are granted. Legal defense services for perpetrators of violence against women may not be supported with grant funds.
- 11.2. Encompasses Tribal victim assistance programs and statewide domestic violence and sexual assault coalitions to the extent they provide direct services to domestic violence and sexual assault victims. Governmental victim services programs established as nonprofit organizations are eligible to apply under the designated state grant victim services funds (e.g., a parish nonprofit shelter) but are eligible for funding only under the unallocated portion of a state's grant. In addition, victim services programs must meet all of the following criteria to be eligible for funding.
- 11.3. Victim services programs must have, as one of their primary purposes, to provide services to victims of domestic violence, sexual assault, dating violence, or stalking.
 - 11.3.1. *Experts view domestic violence as a pattern of coercive behavior that is used by one person to gain power and control over a current or former intimate partner. This pattern of behavior may include physical or sexual violence, emotional and psychological intimidation, threats, verbal abuse, stalking, isolation, and economic control. State administrators should be aware that when victims of domestic violence flee from abuse, perpetrators of domestic violence frequently claim to be victims in order to locate their former victims, punish them for leaving, or regain control over victims through legal proceedings. Organizations that claim to assist victims but actually assist perpetrators in regaining control over the victims are not eligible for support. Moreover, in cases of dual arrest or cross allegations of abuse, projects must not provide victim services to the primary or predominant aggressor.*
- 11.4. Victim services programs must reflect (e.g., through mission statements, training for all staff) an understanding that the violence perpetrated against victims is grounded in an abuse of power by offenders, reinforced through intimidation and coercion, sanctioned by traditional societal and cultural norms, and supported by the legal system's historically discriminatory response to domestic violence, sexual assault, and stalking crimes.
 - 11.4.1. *Victim services programs must have this understanding because existing cultural and legal norms validate perpetrator conduct, compromise victim safety, discourage social support for victims, and perpetuate societal tolerance of the violence. In the context of these norms, perpetrator conduct impedes the liberty and autonomy of victims, creates fear of the perpetrator, causes physical and/or psychological injury, and limits the victim's access to services. The philosophy of victim services programs must reject the use of violence and intimidation to perpetuate these and other forms of inequality.*
- 11.5. Victim services programs must address a demonstrated need in their communities by providing services that promote the integrity and self sufficiency of victims, improve their access to resources, and create options for victims seeking safety from perpetrator violence.
 - 11.5.1. *A lack of services alone does not demonstrate the need for a particular program to be funded. Rather, districts and subgrantees should determine whether there is a demonstrated need for the proposed services and whether the applicant would serve a significant number of victims who do not otherwise have access to resources such as safe housing, economic self sufficiency, advocacy and counseling, and culturally appropriate services. Services must be designed to restore victim autonomy and liberty, for example, by assisting victims when perpetrators have denied them access to financial resources such as family income or bank accounts.*
- 11.6. Victim services programs must not engage in activities that compromise victim safety. Examples of activities that compromise victim's safety include, but are not limited to:
 - 11.6.1. *Mediation, alternative dispute resolution, couples counseling, or any other intervention that implies that both parties are responsible for the perpetrator's violence;*
 - 11.6.2. *Failing to respect victim autonomy and decision-making;*
 - 11.6.3. *Intervention or counseling programs for perpetrators that do not use the coercive power of the criminal justice system to hold them accountable for their behavior, such as anger or stress management programs; and*
 - 11.6.4. *Providing perpetrators with confidential information about the whereabouts or activities of victims or their families.*
- 11.7. Victim services programs must consult and coordinate with nonprofit, non-governmental victim services programs, including sexual assault and domestic violence.

APPLICANT ELIGIBILITY

1. **Eligible organizations include, but not limited to:**
 - 1.1 State Offices and Agencies
 - 1.2 Public or Private Non-Profit Organizations
 - 1.3 Non-Profit, Non-Governmental Victim Services Programs
 - 1.4 Courts
 - 1.5 Units of Local Government (Units of local government mean any city, county, town, township, borough, parish, village or other general-purpose political subdivision of a state. For the State of Louisiana, Sheriffs and District Attorneys are considered units of local government.)
 - 1.6 Indian Tribal Governments (Native American tribes that perform law enforcement functions as determined by the Secretary of the Interior).

FUNDING GUIDELINES

1. **Applicants must obtain the following. Applications will NOT be considered if this information is not included.**
 - 1.1 **DUNS Number:** The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a Data Universal Numbering System (DUNS) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and tracking entities receiving federal funds. The identifier is used to validate address and point of contact information for

federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Call 1-866-705-5711 or apply online at <http://www.dnb.com/us/>. Individuals are exempt from this requirement.

1.2 **Central Contractor Registration:** OJP requires that all applicants for federal financial assistance, other than individuals, maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR at least once per year to maintain an active status. Information about registration procedures can be accessed at www.ccr.gov.

2. **First-Time Private, Nonprofit Applicant Requirements**

2.1 All **first-time** applicants with **private, nonprofit status** are required to obtain a surety bond in the amount of the Federal funds requested.

2.2 Those private nonprofit programs which have previously received at least one year funding through LCLE and which have demonstrated good performance including completing progress reports, fiscal reports, and performance report information, will not be required to obtain a surety bond.

2.3 The following documentation must also be provided:

2.4 Federal Tax Identification Number,

2.5 IRS Form W-9 (Request for Taxpayer Identification Number and Certification),

2.6 LCLE Request for Vendor Information,

2.7 Nonprofit organizations must comply with the following:

2.7.1 Provide IRS Form 501C3 (showing tax-exempt status).

2.7.2 Must maintain its corporate status with the Louisiana Secretary of State's Commercial Division in good standing during the life of the grant.

2.7.3 Nonprofit agencies serving victims of domestic violence and sexual assault must meet the program standards adopted by the Louisiana Coalition Against Domestic Violence and the Louisiana Foundation Against Sexual Assault.

3. **Programs must collect and report the following demographics about the victims served:**

3.1 Age

3.2 Marital Status

3.3 Disability

3.4 Race

3.5 Ethnicity and Linguistic Background

4. **Reporting Requirements**

4.1 **Equipment Inventory Listing and Assurance Forms** must be completed for any equipment purchased with grant funds. This must be attached to the Expenditure Request form when requesting reimbursement.

4.2 **Expenditure/Requests for Funds** are due within **fifteen (15) days** of each cycle.

4.2.1 Monthly if receiving \$40,000 or more in Federal funds, or

4.2.2 Quarterly (or monthly by choice) if receiving less than \$40,000 in Federal funds.

4.2.3 Final Expenditure Report is due to LCLE **fifteen (15) days** after the end of the project.

4.3 **Quarterly Progress Reports** provides information on the project's performance in meeting the goals and objectives within the reporting period. To assist in fulfilling the accountability objectives of the Department of Justice's responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, applicants who receive funding under this solicitation must provide data that measure the results of their work. Applicants must discuss their data collection methods in the application. Data collected must be reported to LCLE in quarterly progress reports and annually to OVW. Quarterly progress reports are filed on a calendar quarter bases and are due as follows:

Reporting Period	Due to LCLE
January – March	April 15
April – June	July 15
July – September	October 15
October – December	January 15

If a project ends within a reporting period, the final report is due to LCLE by the 15th day at the conclusion of the project.

5. **Unallowable Costs to Victims**

5.1 Victims of domestic violence must be exempt from paying the costs associated with filing civil and criminal charges or issuing or serving a warrant, protection order, or witness subpoena in connection with the prosecution of a felony or misdemeanor domestic violence offense.

5.2 The State, a unit of local government, or another governmental entity **must pay all out-of-pocket costs** of forensic medical examinations for victims of sexual assault.

6. **Non-Supplantation**

6.1 Federal funds received under this program shall be used to supplement, not supplant non-Federal funds that would otherwise be available for expenditure on activities described herein.

6.2 Monies disbursed under this program must be used to fund new projects, or expand or enhance existing projects.

6.3 VAWA funds cannot be used to supplant or replace existing funds already allocated to funding programs.

- 6.4 Grant funds may not be used to replace State or local funds (or, where applicable, funds provided by the Bureau of Indian Affairs) that would, in the absence of Federal aid, be available or forthcoming for programs to combat violence against women. (Applicable only to State and local public agencies.)
7. **Match**
- 7.1 A twenty-five percent (25%) non-Federal match is required of all subgrantees except any subgrant made for any tribe, territory, or victim service provider. [The Violence Against Women and Department of Justice Reauthorization Act of 2005, Public Law 109-162, as amended, specifically, 42 U.S.C. 13925 (b)(1).]
- 7.2 This twenty-five percent (25%) match may be cash or in-kind services or donations.
- 7.3 Match expenditures must be committed for each funded project and cannot be derived from other Federal funds.
- 7.4 All funds designated as match are restricted to the same uses as the Violence Against Women Program funds.
- 7.5 All funds designated as match must be expended within the grant period.
- 7.6 Match must be identified in a matter that guarantees its accountability during an audit.
- 7.7 American Indian tribal governments who are subgrantees of a State may meet the twenty-five (25%) match by using funds appropriated by Congress for the activities of any agency of an American Indian tribal government or of the Bureau of Indian Affairs performing law enforcement functions on any tribal lands.
8. **STOP Annual Progress Report** - Subgrantees are responsible for compiling and submitting the STOP Annual Progress Report that reflects all grant funded activities for the period of January 1 to December 31 each year. The annual report is downloaded from the website: muskie.usm.maine.edu/vawamej. When completed, the Adobe PDF report must be submitted to LCLE as an attachment to an Email to vawa@lcle.la.gov within **30 days** of the end of the reporting period (December 31.)
NOTE: *The receipt of future funds may be suspended if the Annual Progress Reports are not submitted electronically to LCLE within 30 days of the end of the reporting period each year.*
9. **Subgrant Adjustments** allows changes to the original application within the project period. Changes could include the budget, project period and/or extension, project officials/addresses, project personnel, goals and objectives, and/or other. If changes are made with project personnel, you must submit the Subgrant Adjustment Page 3 along with the resume(s), if applicable. This form can be downloaded at www.lcle.la.gov/programs/FF_OB.asp
NOTE: *Failure to Comply with Reporting Requirements may result in administrative action such as withholding of payments, suspension of funding, cancellation of project, loss of awarded funds, or non-certification of new grant awards.*
10. **Collaboration and Consultation Requirements** – Applicants must include documentations showing that tribal, territorial, State or local prosecution, law enforcement, and courts have consulted with tribal, territorial, State, or local victim service programs during the course of developing their subgrant applications in order to ensure that proposed services, activities and equipment acquisitions are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking and dating violence.
11. **Other Requirements**
- 11.1 All programs are required to comply with the most current version of the Louisiana Child Protection Act (LA R.S. 15:587.1) as appropriate.
- 11.2 Eligible programs, which receive funding from LCLE, are required to agree and comply with Federal Rules regulating grants, with State criteria, Advisory Board and LCLE policies.
- 11.3 Programs must provide an assessment of the effectiveness of the activities funded by the grant. The original signature (in **BLUE INK**) of the Authorized Official of the applicant agency requesting funding is required.
- 11.4 For programs funded through Law Enforcement Planning Councils or Criminal Justice Coordinating Councils, the original signature (in **BLUE INK**) of the District Director is required in addition to that of the Authorized Official.
- 11.5 For nonprofit, nongovernmental agencies, the original signature (in **BLUE INK**) of the Coalition Director is required in addition to that of the Authorized Official.
12. **Program Income**
- 12.1 Program income is all gross income received, generated, or earned by the subgrantee as a direct result of the grant activity between the effective dates of the award and the ending date of the award as reflected in the final financial report.
- 12.2 Program income can include but is not limited to fee and registration costs.
- 12.3 Program income may be used as match; however, it must be identified and approved by LCLE before an award is made.
- 12.4 Programs may generate program income from STOP VAWA program-funded staff time under the following conditions:
 12.4.1 Only with prior approval of financial and monitoring procedures by the Office of the Comptroller; and
 12.4.2 With the stipulation that no crime victim is ever denied services for lack of insurance or personal resources to cover the cost of the service.
13. For assistance in completing the application, call the District Director of the local Law Enforcement Planning Council for (law enforcement and prosecution agencies), the State Coalition (for non-profit organizations), or the LCLE Victim Services Program Manager.

GENERAL APPLICATION GUIDELINES

To be eligible for consideration of STOP Violence Against Women Formula Grant Program funds through the Louisiana Commission on Law Enforcement, the following guidelines must be followed:

1. To be eligible for funding consideration, applications should be typewritten, complete, submitted on time, and in accordance with the criteria stated in previous sections of this guide.
2. Follow the instructions for each section. Unless otherwise noted, information in each section is limited to the space provided. The only accepted attachments are:
 - 2.1 Resumes
 - 2.2 Job Descriptions and Qualifications

2.3 Organizational Chart

2.4 Letters of Support and/or Cooperative Agreements

3. Submit a single, signed **original in BLUE INK** of the completed application. Copies will not be considered.
4. Applications cannot be handwritten. If the application is not computerized generated, the only acceptable font size is 10, 11, or 12 pitch.
5. Assemble and fasten by a single staple.
6. Applications must be submitted by the due date and meet all criteria. Additional paperwork received after or apart from the application will be added to or considered with the application but must be attached to an identifying cover letter.
7. Costs apply to current year only.
8. Recipients of VAWA grant funds may not use these federal dollars to supplant (replace) State or local funds.
9. Refer to the following documents and any applicable program descriptions for allowable budget items:
 - 1.1. 2 CFR Part 225 – “Cost Principals for State, Local, and Indian Tribal Governments” (formerly OMB Circular A-87)
 - 1.2. 2 CFR Part 230 – “Cost Principals for Non-Profit Organizations” (formerly OMB Circular A-122)
 - 1.3. 2 CFR Part 220 – “Cost Principals for Educational Institutions” (formerly OMB Circular A-21)
 - 1.4. 28 CFR Ch.1 § 66.3 – “Part 66 – Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments”
 - 1.5. 28 CFR Ch.1 § 70.2 – “Part 70 – Uniform Administrative Requirements for Grants and Agreements (Including Subawards) with Institutions of Higher Education Hospitals and Other Non-Profit Organizations”
 - 1.6. OMB Circular A-133 – “Audits of States, Local Governments, and Non-Profit Organizations”
 - 1.7. Office of Justice Programs Financial Guide
 - 1.8. Commission and Advisory Board Policies
 - 1.9. Certified Assurances
10. All items in the budget will be reviewed to ensure budgetary reasonableness and allowable costs.
11. Round each “Budget Category Total” up or down to the nearest dollar. The totals should always reflect whole dollar amounts.
12. Any grant approved without complete information or with questions to be answered will not receive a grant award until this information is received and questions answered to the satisfaction of LCLE staff.
13. The most current standard LCLE contract form must be used. Duplication by a word processor is acceptable.
14. Contracts for professional services should **not** be executed until an award is made and a subgrant number issued.
15. The subgrant number must be on all contracts, future correspondence, and documents regarding this project.
16. Completed applications from local government agencies should be submitted to the respective Law Enforcement Planning Council, which will forward the application to LCLE.
17. Nonprofit, non-governmental agencies should submit their completed applications to their respective coalitions, Louisiana Foundation Against Sexual Assault (LaFASA) or Louisiana Coalition Against Domestic Violence (LCADV).

SUMMARY PAGES

TITLE PAGE

NOTE: OJP requires the zip code + 4 code and email addresses on subgrantees.
Visit www.usps.com/zip4/ if need help locating the correct zip code.

1. **Program Title** – Enter the project title.
2. **Project Status** – Indicate if this request is for a new project or continuation project. If the request is for a continuation, enter the prior subgrant number.
3. **Project Duration** – Show the length, in months, of the total project. Projects are funded on 12 months. Enter the desired start date and end date. Use only the first day of the month as a start date and the last day of the month as the end date.
4. **Project Funds** – Enter your requested Federal amount and match. The Federal amount is provided by LCLE, the LEPC District Director, or State Coalition Director.
5. **Applicant Agency**
 - 5.1. **A - Agency** – Enter the official name, physical AND mailing addresses, telephone and FAX numbers, email address and Federal Employer Tax ID number of the agency or institution applying for funds. For example: City of Baton Rouge, East Carroll Parish Sheriff’s Office, 19th Judicial District Attorney’s Office.
 - 5.1.1. **DUNS Number** – The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a Data Universal Numbering System (DUNS) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and tracking entities receiving federal funds. The identifier is used to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Call 1-866-705-5711 or apply online at <http://www.dnb.com/us/>.
 - 5.1.2. **Central Contractor Registration** – OJP requires that all applicants for federal financial assistance, other than individuals, maintain current registration in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via www.grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR at least once per year to maintain an active status. Information about registration procedures can be accessed at www.ccr.gov.

5.2 **B - Authorized Official of Applicant Agency** – This is the individual authorized to enter into binding commitments on behalf of the Applicant Agency or Institution. This will normally be the chief officer of the agency, institution, or government unit involved (e.g., Mayor Earl Smith; Sheriff Walter Jones; Sam Jones, Parish President, etc.). Enter the official's name, title, addresses, telephone and FAX numbers, and email address.

6. **Implementing Agency**

6.1. **Agency Head & Title** – This is the person in charge of the agency in which the applicant program is located. (Example: Chief of Police Couvillion; Sheriff Walter Jones; District Attorney Jerry Smith).

6.2. **Agency** – The name, address, telephone and FAX numbers and email address of the agency implementing or benefiting from the project. In most cases, this will be the same as the Applicant Agency. (Example: Applicant Agency, Caddo Sheriff's Office, Implementing Agency, Caddo Sheriff's Office). However, in some cases it will be different. (Example: City of Baton Rouge, Applicant Agency; the Baton Rouge Police Department, Implementing Agency).

6.3. If the applicant agency and the implementing agency is the same, DO NOT put SAME AS #1.

7. **Project Director** – This is the individual who will be in direct charge of the project. He or she should be a person who combines substantial knowledge and experience in the project area with proven ability in administration and supervision of personnel and will be expected to devote a major portion of his or her time to the project. **Project Director must be an employee of the recipient's organization.** The official business address should be used along with telephone and FAX numbers and email address.

8. **Financial Officer** – This is the individual who will be responsible for fiscal matters relating to the project and in ultimate charge of agency accounting, management of funds, verification of expenditures, and subgrant financial reports. The official business address should be used along with telephone and FAX numbers and email address.

NOTE: *It is possible that a different person will fill the four positions (Authorized Official, Agency Head, Project Director, and Financial Officer). It is also possible that the same person may serve in more than one capacity. However, there must be at least 2 different people in any combination in these positions. The financial officer and the project director must be different individuals.*

9. **Brief Project Description** – Enter a brief description of the project stressing project goals. This summary description must be limited to the space provided. This description is critical and will be the summary used to present the project to the Advisory Board and Commission.

VAWA PURPOSE AREAS

Check the VAWA Purpose Area(s) that this project will address. You will be required to report performance on each chosen purpose area.

PROJECT CHECKLIST AND PROJECT BUDGET SUMMARY

1. **Checklist** – All items must be answered. The contact information of the individual completing this application is required, include name, telephone number, fax number and email address.

2. **Budget Summary**

2.1. Double check computations.

2.2. Each category amount must equal the Category Total in the corresponding section.

2.3. Leave blank those sections, which do not apply.

2.4. Indicate the source of match.

2.5. Costs apply to current year only.

2.6. Round amounts to the nearest whole dollar.

2.7. Recipients of STOP grant funds may not use these federal dollars to supplant (replace) State or local funds.

2.8. Refer to U.S. Department of Justice Financial Guidelines, the attached Certified Assurances and any applicable program descriptions for allowable budget items. All items included in the budget will be reviewed to ensure budgetary reasonableness and allowable costs.

3. **USE OF STOP FUNDS IN PERCENTAGES**

3.1. State the percentage of STOP funds directed to each area this project will address. Percentages must equal 100%.

MATCH

1. **Program Match Requirements**

1.1. A **twenty-five percent (25%)** non-Federal match is required of all subgrantees except any subgrant made for any tribe, territory, or victim service provider. [The Violence Against Women and Department of Justice Reauthorization Act of 2005, Public Law 109-162, as amended, specifically, 42 U.S.C. 13925 (b)(1).]

1.2. Funds designated as match are restricted to the same uses as the VAWA Program funds.

1.3. Funds designated as match must be expended during the grant period.

1.4. Program income may be used as match; however, it must be identified and approved by LCLE before an award is made.

1.5. The basis for determining the value of personal services, materials, equipment, and space must be documented and available for review or audit.

1.6. Match must be dedicated to the project being funded.

1.7. Match is restricted to allowable program items.

1.8. Match may not be included as contribution for any other Federal funds.

1.9. Match must be verifiable from the applicant's records.

1.10. Match must be necessary and reasonable for proper and efficient accomplishment of the project's objectives.

1.11. Match must be accountable for during grant period.

1.12. Match must be provided for in the approved budget.

1.13. Indirect costs, or any costs not directly related to providing services to victims of crime, are not allowable as match.

2. Computation of Match

- 2.1 Divide federal funds by 0.75. This will give the total project cost
- 2.2 Subtract federal funds from the total project cost to get match amount.
- 2.3 Example: \$30,000 Federal funds, 25% match

<u>\$ 30,000</u>	= \$40,000	\$ 40,000 Total Cost of VAWA Project
0.75		- <u>30,000</u> Federal Funds
		\$ 10,000 Match Amount

3. Types of Match

- 3.1 Hard Cash is funds contributed from private sources or state and local governments may be a source of Cash Match. For example, if the program receives cash donations or money from the United Way, this may be used as a source of Cash Match. Such funds should be used for program costs of which may satisfy the match requirement. Cash Match may not include Federal funds from any source.
- 3.2 In-Kind Match may include donations of:
 - 3.2.1 Salaries. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the applicant's organization. If the required skills are found in the applicant's organizations, the rate of compensation must be consistent with the labor market. In either case, fringe benefits may be included in the valuation. The salaries of any employees of the subgrantee that are working on grant-related purposes but are not paid with grant funds may be used.
 - 3.2.2 Expendable Equipment. The value placed on loaned or donated equipment may not exceed its fair rental value.
 - 3.2.3 Office Supplies
 - 3.2.4 Workshop or Education and Training Materials
 - 3.2.5 Work Space. The value of donated space may not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in a privately owned building in the same locality. If an entity other than the subgrantee donates office space free of charge to the subgrantee for the project, the rental value of the space may be used as match.
 - 3.2.6 Professional and Technical Personnel and Other Skilled and Unskilled Labor. The monetary value of time contributed by professional and technical personnel and other skilled and unskilled labor, if the services provided are an integral and necessary part of a funded project. Examples of volunteers involved in the project may include:
 - 3.2.6.1 Trainers
 - 3.2.6.2 Speakers
 - 3.2.6.3 Pro Bono Attorneys and Other Professionals
 - 3.2.6.4 Hotline Volunteers
 - 3.2.6.5 People volunteering to give public presentations about the subgrantee or about violence against women.
 - 3.2.6.6 Volunteers facilitating support groups.
 - 3.2.6.7 Childcare Volunteers
 - 3.2.7 Donated Tangible Goods. A program may receive donations of used clothing, the reasonable value of which may be used. A funded shelter may also solicit donations both from individuals and from companies such as supermarkets of food and items such as shampoo and toothpaste for use by victims, toys and other supplies such as diapers or formula for victims' children, and supplies for the program itself such as furniture or computers.
 - 3.2.8 Donated Services. Subgrantees also may receive donations of services provided by an individual volunteer or by a company for victims such as:
 - 3.2.8.1 Accounting Services
 - 3.2.8.2 Bus, Taxi and Hotel Vouchers
 - 3.2.8.3 Childcare Services
 - 3.2.8.4 Job Training
 - 3.2.8.5 Legal Services
 - 3.2.8.6 Medical Services
 - 3.2.8.7 Psychological Counseling
 - 3.2.8.8 Telephone Services
 - 3.2.8.9 Training Materials Donated by a Local Printing Company
 - 3.2.8.10 Translation Services
 - 3.2.8.11 Web Space and Other Computer Services
 - 3.2.9 Volunteer services must be documented and, to the extent feasible, supported by the same valuation methods used by the recipient organization for its own employees. The following apply:
 - 3.2.9.1 Duties must directly relate to the focus of the program.
 - 3.2.9.2 Value of volunteer hours used as match is limited to \$10.00 an hour.
 - 3.2.9.3 In certain professionals such as licensed or certified therapists, attorneys, doctors, or law enforcement officers, the value of donated time can be counted at a rate consistent with their usual and customary charges for like services, not to exceed \$100 per hour, as long as the service is allowed by Federal regulation.
 - 3.2.9.4 Documentation must be kept on file listing the following:
 - 3.2.9.4.1 Name of Volunteer
 - 3.2.9.4.2 Number of Hours Contributed
 - 3.2.9.4.3 Date(s) Worked
 - 3.2.9.4.4 Value of Volunteer Hours

- 4 **Overmatch.** Applicants should be mindful that any funds designated, as matching funds, for VAWA dollars are restricted to the uses

outlined in the application. Therefore, it is suggested that subgrantees only provide match at the levels required by the Guidelines [i.e., twenty-five percent (25%)]. In this way, there are no Federal restrictions on the non-Federal dollars not used by the applicant as project match.

5 Records for Match

- 5.1 All subgrantees must maintain records that clearly show the source, the amount, and the timing of all matching contributions.
- 5.2 If a program or project has included within its approved budget, contributions which exceed the required matching portion, the subgrantee must maintain records of them in the same manner as it does the grantor agency funds and required matching shares.

BUDGET NARRATIVE

SECTION 100. PERSONNEL

1. **Personnel** – Enter only the Title Position(s) and Individual Names(s) of the employees for each position funded through this subgrant.
 - 1.1 **Direct Services Providers** – Only the percentage of time project personnel provide direct services to victims can be charged to the project. *Example: If personnel spend seventy percent (70%) of time providing a direct service to victims and thirty percent (30%) on fund raising, only seventy percent (70%) of salary may be charged to the project.*
 - 1.2 **Full-Time Personnel** – Enter the individual’s total monthly salary amount in the “*Monthly Salary*” column. The salary *times* the percentage of time devoted to project *times* the number of months will *equal* the employee’s total salary to be paid with federal dollars and match. Percentage of time is reported in increments of 25 units such as (25%, 50%, 75% or 100%).
 - 1.3 **Part-Time and Overtime Personnel** – Identify as part time or overtime position. If overtime, enter as a "Pool of Employees" in the "*Position Title*" field. Enter the number of overtime employees in the "*Employee Name*" field. Enter the hourly wage *times* the weekly overtime hours *times* the number of months in the "*Hours X Weekly X Hourly Rate*" column.
NOTE: If using a pool of employees with different salary ranges for overtime, enter the average overtime rate for the pool. Employees working overtime can only be paid time and a half of their regular hourly rate.
 - 1.4 **Merit Increases** - If merit increases are a part of agency policy, the merit increase for project personnel should be budgeted in this section. List employee to receive a merit increase twice by showing as a separate line items — once at current salary, then at salary per merit increase. The salary *times* the percentage of time devoted to project *times* the number of months will *equal* the employee's total salary.
 - 1.4.1 **Calculation Example:**
Annual Salary for a Full-Time Employee:
\$8.00/Hour X 40 Hours X 30 Weeks = \$ 9,600
Annual Salary Increase of Five Percent (5%):
\$8.40/Hour X 40 Hours X 22 Weeks = \$ 7,392
 - 1.4.2 Explain salary increases in narrative.
 - 1.5 **Salary Rates** - Salary rates are to be comparable with salaries of similar jobs in the region served by the project.
 - 1.6 **Retroactive Pay Increases** - Retroactive pay increases are **unallowable**. The applicant agency should have policy to provide for merit increases applicable to both grant and non-grant personnel. Pay increases should be estimated in budget, if possible.
 - 1.7 **Dual Compensation** - Dual compensation is **not** permitted.
 - 1.8 **Time and Attendance Records** - Time and attendance records must be maintained on a regular basis.
 - 1.9 **Federal funds cannot be used to supplant positions that are already funded.** In order for the funds to be used for personnel, the duties of the position, the duties of the position must be above and beyond the duties for which the employee is currently being paid y means of other sources. Please refer to the Certified Assurances.
2. **Job Descriptions**
 - 2.1. Must be provided for each position given.
 - 2.2. Description of work expected to be done.
 - 2.3. Level of education (diploma, degrees, special training, etc.)
 - 2.4. Work experience required for hire (how many years in what field).
 - 2.5. Any special requirements (such as POST certified, completion of required trainings, etc.)
 - 2.6. Must include minimum and maximum salary ranges.
3. **Resumes**
 - 3.1. Must be submitted with the application if position is already filled.
 - 3.2. Must be submitted with progress reports for positions filled later.
 - 3.3. Must be resubmitted for grant continuation applications.
 - 3.4. Must list qualifications, i.e., education and work experience.
4. **Qualifications**
 - 4.1 Must meet those established for the particular position and/or be comparable to existing positions in funded grants.
 - 4.2 Are to be at a minimum level to perform duties described and in line with salary rates established.
 - 4.3 Unless a waiver is granted by LCLE, based on verifiable work experience, the following education requirements must be met:
 - 4.3.1 Counselors must have at least a Bachelor’s Degree in a social science or related field.
 - 4.3.2 Counselors who treat substance abusers are required to be certified by the Louisiana State Board for Substance Abuse Counselors (LSBCSAC)
 - 4.3.3 Therapists must have at least a Master’s Degree in either social work, psychology, counseling, or related field.
 - 4.3.3.1 Therapists who treat substance abusers are required to be certified by the Louisiana State Board for Substance Abuse Counselors (LSBCSAC).

Note: *If the above certifications cannot be met, a waiver can be requested from LCLE based on supporting documents that a good faith effort was made to hire a LSBCSAC and either no qualified person applied, or a qualified person was offered the job but did not accept.*

5. **Volunteers** – Complete ONLY if using volunteers as in-kind match.
 - 5.1. Time and attendance records must be maintained annually.
 - 5.2. Enter the estimated "Number of Hours" to be donated for this project period and multiply by "Hourly Rate Value" to get the "Total Amount".
 - 5.3. Value of hourly rate is limited to \$10 per hour. In the case of certain professionals, such as licensed therapists, attorneys, doctors, and police officers, the value can be counted at a rate consistent with their usual and customary charges for like services, not to exceed \$100 per hour. Justification must be provided.
6. Complete explanation section and category total box.

SECTION 200. FRINGE BENEFITS

1. Apply only to the employer's share of benefits for those salaries funded.
2. Are limited to no more than thirty percent (30%) of the Personnel total salary (Federal funds and Cash Match ONLY); DO NOT include in-kind match.
3. For project personnel only.
4. The rate or cost used for calculation must be shown each type:
 - 4.1. Social Security (FICA) (6.2%)
 - 4.2. Medicare (1.45%)
 - 4.3. Health/Life Insurance – Use the monthly premium, then multiply by the time devoted to project and the months to be worked.
 - 4.4. Workman's Compensation – Use the agency's percentage rate.
 - 4.5. Unemployment – Use agency's percentage rate.
 - 4.6. Public/Private Retirement – Use agency's percentage rate.
 - 4.7. Other - Specify type of "Other" fringe benefit. – Use percentage rate.
 - 4.8. Liability Insurance/Malpractice Insurance - If part of an employee benefit package for all employees, please provide agency's percentage rate.
5. Only Social Security OR one bona fide retirement plan is eligible, NOT BOTH.
6. If personnel costs are budgeted and fringe benefits are not included in the budget, an explanation regarding fringe benefit omission must be explained at the top of the page.
7. If fringe benefits are being funded through another source or no benefits are being requested, please state who will be responsible for paying fringe benefits in the space provided at the top of the page.
8. Complete explanation section and category total box.

SECTION 300. TRAVEL

1. The agency should have an established travel policy. In the absence of such policy, the agency must follow state travel regulations. The stricter policy prevails.
2. Travel expenditures are restricted to only the personnel listed in the Section 100 Personnel. Justification may be required. (Training is exempted and explained later).
3. Travel is a reimbursable expenditure for actual travel, not a flat allowance.
4. Amount of funds budgeted for travel is to be in line with project duration, scope of travel required, etc.
5. Travel reimbursement for mileage is not allowable in a public vehicle when gas and operating expenses are provided by the applicant agency.
6. For current Louisiana State Travel Guidelines, visit the State Travel Office online at the Email address: www.doa.Louisiana.gov/osp/travel/travelpolicy.htm.
7. All supporting records and receipts are to be maintained with official records.
8. Travel for Training:
 - 8.1 All travel must be related to one of the listed purpose areas.
 - 8.2 Travel expenses must be cost-effective.
 - 8.3 Prior approval from LCLE is required for in-state and out-of-state travel using grant funds.
 - 8.4 Training program agenda with descriptions and/or brochure must accompany all requests submitted to LCLE for prior approval.
 - 8.5 Approved in-state travel will be reimbursed at one hundred percent (100%).
 - 8.6 VAWA funds used for grants whose sole purpose is training may pay training expenses for non-grant funded personnel.
 - 8.7 Contractors and administrators may not travel using grant funds unless the travel is directly related to a purpose area.
 - 8.8 Expenses relating to statewide organization meetings whose primary purpose is not to provide direct services or to train direct service providers are not eligible expenses.
9. Out-of-state travel for training – the applicant must comply with the following requirements
 - 9.1 Funds are limited to personnel paid with VAWA grant funds.
 - 9.2 Approved out-of-state travel will be reimbursed at fifty percent (50%) of total travel costs. This is inclusive only to the 48 states. International travel is not allowed.
 - 9.3 Registration fees must be included in Section 800 Other Direct Costs
 - 9.4 Contractors may travel using grant funds only if the contractor is providing the training and travel is included in the contract. Louisiana State Travel Guidelines must be followed. *Refer to "Section 600 Contractual Services"*
10. Complete category total box.

SECTION 400. EQUIPMENT

1. Distinguish between equipment and supplies. An equipment item is any item, regardless of cost, that has a life expectancy of two or more years and is not consumable. Supplies are items that are consumable.
2. Only equipment costs, which are deemed necessary and essential to the project, are allowed.
3. Records maintained for equipment are to be evidenced by signed and a dated invoice.
4. Competitive procurement must be used, i.e., the agency must obtain three (3) bids or quotes in writing and maintain such on file and follows U.S. Department of Justice Programs, Procurement Procedures.
5. Equipment and cost of equipment will be reviewed as to project needs and justification.
6. The following equipment items cannot be purchased or leased with S.T.O.P. VAWA Program funds:
 - 6.1 Vehicles
 - 6.2 Police Automobile Radios
7. Office furniture may be purchased for each position funded and is limited to \$3,500. Continuation programs may replace furniture with prior justification and documentation to LCLE of condition and purchase or an acquisition date.
8. Telephones purchased with these funds shall be limited to standard models unless justification for enhanced models is approved.
9. Audio-visual equipment is limited to \$3,500 per program unless justification for additional funds is approved.
10. Computer checklist must be completed if computer hardware or software is to be purchased with grant funds.
11. All equipment must be tagged and proper inventory controls established.
12. No equipment may be disposed of (sold, destroyed, given away) without LCLE approval.
13. Other equipment will be considered on a case-by-case basis according to most recent VAWA regulations, OJP Financial Guide, and LCLE policies.

SECTION 500. SUPPLIES

1. Distinguish between supplies and equipment. Supply items are those that by nature are used up, are consumable, or have a life expectancy of less than two years.
2. Supplies are to be related to and necessary for function of the project.
3. The amount budgeted for supplies will be reviewed in relation to total funds budgeted, i.e., in relation to cost effectiveness.
4. Uniforms are not eligible for funding.
5. Basic office supplies are considered paper, envelopes, pens, pencils, staples, postage, etc.
6. Training Supplies - List the titles for films, audiovisuals, books, periodicals, and bulletins. Costs for periodicals must be prorated for the grant period.
7. Complete explanation section and category total box.

SECTION 600. CONTRACTUAL SERVICES

There are specific requirements with respect to the arrangement for services with individuals and other government units, which are as follows:

1. See Certified Assurance for Competitive Procurement.
2. Arrangements with individuals must ensure that:
 - 2.1 Consultants may not be used to perform services ordinarily accomplished by existing personnel. Consultant contracts and agreements must receive approval from the LCLE before release of funds.
 - 2.2 Dual Compensation is not allowed (i.e., the individual may not receive compensation from his regular employer and the retaining subgrantee work performed during a single period of time even through the services performed benefit both.)
 - 2.3 The contractual arrangement is written, formal, proper, and otherwise consistent with the subgrantee's usual practices for obtaining such services.
 - 2.4 Time and/or services for which payment will be made and rates of compensation will be supported by adequate documentation.
 - 2.5 Transportation and subsistence costs for travel performed are at an identified rate consistent with the LA State Travel Policy or the subgrantee's general travel reimbursement practices, whichever is stricter.
3. Sole source must have prior approval by LCLE. Obtain guidelines from LCLE.
4. Contracts
 - 4.1 Current LCLE contract form must be used. Can be downloaded at www.lcle.la.gov.
 - 4.2 Contractual agreement is to contain detailed description of work to be performed. This must also coincide with the brief explanation found in the application.
 - 4.3 Contract must state "**the hourly rate and not to exceed the maximum dollar amount**" stated in Section 600 Contractual Section of the application. If travel expenses are to be included, a breakdown of each cost is required and a "not to exceed the maximum dollar amount" statement added to the contractual budget summary of the application.
 - 4.4 Before release of funds, contractual agreement must be reviewed and approved by LCLE. The contract packet must include:
 - 4.4.1 The executed contract with current subgrantee number,
 - 4.4.2 Contractor's resume must include educational background and relevant work history,
 - 4.4.3 Receipts as mentioned within this section, and
 - 4.4.4 References
5. Consultant Rates
 - 5.1 The rate of compensation must be reasonable and consistent with that paid for similar services and be in compliance with CFR, OMB, and OJP cost principles. Written documentation may be necessary on a case-by-case basis.
 - 5.2 Where prior approval and justification of the rate are required, the program should include copies of contractor's paid receipts or invoices for prior comparable services from two other sources.
 - 5.3 Approval for sole source when more than \$100,000 must be sent to Washington, D.C. for prior approval. \$100,000 and below must have prior approval by LCLE. Obtain guidelines from LCLE.

6. Consultant Rates Should Be According To Current OJP Financial Guide
 - 6.1 Current rate maximum is \$450 for 8-hour day (\$56.25 per hour).
 - 6.1.1 This rate excludes travel and subsistence costs but includes preparation, evaluation, and travel time.
 - 6.1.2 Rates totaling more than \$450 per day will require prior approval from LCLE.
7. The following applies to certain consultants.
 - 7.1 Consultants Associated with Educational Institutes
 - 7.1.1 The maximum rate is the consultant's academic salary projected for 12 months, divided by 260.
 - 7.2 Consultants Employed by State and Local Governments
 - 7.2.1 Compensation is only allowed when their employer will not provide these services without cost.
 - 7.2.2 The rate is not to exceed the daily salary rate for the employee as paid by the employer.
 - 7.2.3 If the employee is not representing their agency, the rate is based on the necessary and reasonable cost principles.
 - 7.3 Consultants Employed by Commercial and Not-for-Profit Organizations
 - 7.3.1 These are subject to competitive bidding procedures.
 - 7.3.1.1 They are not subject to the \$450 per day maximum before requesting prior approval.
 - 7.3.1.2 For an individual consulting without employer involvement, the rate is not to exceed the daily salary paid by the employer subject to the \$450 limitation.
 - 7.4 Independent Consultants
 - 7.4.1 The rate must be reasonable and consistent with that paid for similar services in the marketplace.
 - 7.4.2 Compensation may include fringe benefits.
 - 7.4.3 Competitive bidding is required.
 - 7.4.4 Prior approval is not required.

SECTION 800. OTHER DIRECT COSTS

1. **All costs must be pro-rated for this project alone.**
2. **Audit Cost** – For any non-Federal entity, meaning state, local government, or non-profit organization, the following apply:
 - 2.1. The entity must comply with the conditions of the Office of Management and Budget Circular A-133 current revision;
 - 2.2. If the entity is exempt from federal audit requirements for that year, audit costs **cannot** be charged to the subgrant. Records must still be available for review or audit if exempt.
 - 2.3. For an agency that is required to have an audit, the audit cost may be an allowable expense. Check with LCLE for guidance.
 - 2.4. A copy of the audit reports, management letters, and any written responses must be submitted to LCLE.
3. **Printing** – All printed material funded by the grant must bear the prominent statement acknowledging support to the effect that printing was made through funds supported through a Federal grant from LCLE. The statement shall be made through use of the following or comparable footnote: *“This project was supported by Subgrant Number ____ awarded by the Louisiana Commission on Law Enforcement through the Office of Violence Against Women, Office of Justice Programs.”* See Certified Assurances. Five (5) copies must be submitted to LCLE.
4. **Phone Service**
 - 4.1. Local and long distance must be listed separately.
 - 4.2. Enhancements or upgrades must be related to violence against women services.
5. **Rent Cost**
 - 5.1. The agency may charge, or pro-rate, the reasonable cost for space rental.
 - 5.2. The agency must certify in writing that the requested rental charge is consistent with the prevailing rate in the local area and shall maintain documentation in its file to support such a determination.
 - 5.3. The pro-rated share of maintenance and operation costs is allowable to the extent they are not otherwise included in rental or other charges for space.
 - 5.4. Space rental cannot be charged to the project if the building is owned by the applicant agency; however, the pro-rated share of overhead costs such as utilities, janitorial services, etc., are allowable.
6. **Service contracts and insurance coverage** may cover only expenditures during grant period; i.e. 3-year service contract to be paid from a 12-month grant is not allowable.
7. **Training Expenses**
 - 7.1. Management training is not eligible for support.
 - 7.2. Training must meet the standards and curriculum requirements of the Peace Officer Standards and Training council (P.O.S.T.), as appropriate.
 - 7.3. Training must be cost effective and practical as determined on a case-by-case basis. Justification may be required.
 - 7.4. An assessment of the effectiveness of the training is required at the end of the project.
 - 7.5. Registration fees for attending workshops and conferences are to be budgeted in this section. LCLE must approve these costs paid with grant funds before each event
8. **Advertising**
 - 8.1. Grant funds are limited to newspaper advertising.
 - 8.2. Grant funds are prohibited for TV, radio and billboards. Agencies are encouraged to use Public Service Announcements.
 - 8.3. The purpose must be to identify crime victims and provide referral to needed services.
 - 8.4. Costs are limited to two percent (2%) of total grant funds, or \$500, whichever is less.
 - 8.5. Agency may choose to assist victims in seeking crime victim compensation by running a newspaper ad. The ad should reference the subgrantee, LCLE as funding source, the Sheriff, and provide the name and phone number of the Crime Victim Reparations Claim Investigator.

- 8.6. In-Kind matching funds, up to a value of \$2,500, in the form of donated production services and/or airtime from broadcast media, as well as Public Service Announcements from the print media are allowable.

PROGRAM NARRATIVE

1. Applications will not be considered if any section is left blank.
2. If for some reason you consider yourself exempt from any requirement, you must explain in the appropriate section.
3. You are limited to the space provided in each section. Unrequested attachments will be discarded.
4. Examples provided in the following instructions are merely examples. They are not meant as a measurement of your program. The statements are simply samples of the type of information you are to provide.

A. PROBLEM DEFINITION

This section should begin with a brief description of the community's specific program and causes of the problem or conditions to be addressed by this project. The applicant should then illustrate the need for the project, providing **current valid local data** concerning the specific problem(s) and risk factors to be addressed. Relevant data such as population and other demographic data, the local poverty rate, the number of arrests for domestic violence, sexual assaults, dating violence, and stalking, resources, manpower deficiencies, court trends, etc. should be provided in this section. If the project targets a particular neighborhood within the parish/city, specific background information should be provided concerning that community. Data should be provided concerning risk factors that may be altered as a result of the program.

The applicant needs to describe existing gaps in local services and how the proposed project will address these needs. The applicant should illustrate the need for the project by describing the current availability of services. It is not necessary for this section to be extensive. However, it should clearly define the need(s) and risk factors targeted by the project as well as the population to be served. Give the source and date of your information. Information provided must be limited to the space provided.

VERY ABBREVIATED EXAMPLE:

Need: Sexual assault impacts the lives of many adults in our state and community as evidenced by the statewide statistics reported by LaFASA stating that over 3,500 victims were seen at sexual assault centers across the State in 2009. The UCR Reports that the number of forcible rape arrests in Happy Parish increased from 275 in 2008 to 325 in 2009. Our sexual assault center serves over 500 victims each year, including men, women and children. In 2009, our center served 285 adult women whose lives had been impacted by sexual violence. Of those women, 195 of them had been sexually victimized in an adult rape. The others had been victimized as children or adolescents or were secondary victims of sexual assault. Although this is the only rape crisis center servicing this rural parish, the area needs to expand and provide additional counselors to provide the needed counseling to the victims.

B. GOALS

The goal statement is a **broad-based statement** which reflects an overall **desired end result** of the project. The goal statement should answer the following questions:

1. Does it directly relate to problems (risk factors) identified in the Problem Definition?
2. Is the goal feasible?
3. Is the goal realistic?
4. Is the goal doable?
5. A project usually will have **one** goal.
6. You are limited to two (2) goals.

VERY ABBREVIATED EXAMPLE:

To assist women recover from the trauma of sexual assault/violence crimes through enhanced services .

C. OBJECTIVES

Measurable objectives reflect how your project will assist in reaching the stated goal(s). Objectives also address the problem identified in Problem Definition. A **measurable objective is something the project will do**, utilizing the grant funds, **by a certain amount** (measurable) within a certain time period. Objectives **must** be measurable using absolute numbers, not percentages, and a baseline number.

Measurable objectives use the words "to increase," "to decrease," or "to maintain." Do not use words such as "to provide", "to train", "to establish" in measurable objectives. These are activity statements. Once the objectives are written, ask, "Does the statement allow you to measure something?" The number that will be increased, decreased or maintained directly relates to the baseline statistics. This allows for the measurement of the progress of the project.

VERY ABBREVIATED EXAMPLE:

Objective 1: Of the 285 women served, 195 will be provided counseling for a period of six months.

Objective 2: To provide 135 individual and 80 group support sessions to reduce trauma-based symptoms of shame, anger, depression, self-blame and isolation as measured by a Symptom Rating scale during the 12-month project period.

D. ACTIVITIES / METHODS

Identify and describe the activities and/or services that will occur to help achieve each of your stated project objectives. This section must relate back to the critical elements of the VAWA purpose areas. Must include a timetable for achieving the various components of your project. Timetable must cover entire project period.

VERY ABBREVIATED EXAMPLE:

1. *Therapists will provide a minimum of weekly group and up to 16 hours of individual therapy per victim with the possibility of extensions if needed.*
2. *Coordinate a minimum of three training programs with existing police and prosecution training during the project period.*
3. *Coordinate training with hospital staff.*

D.2 TRAINING PROJECTS

This section is to be completed only if the request for funding is to hold training programs. Training topics should, inasmuch as possible, use curricula that implements evidence-based practices, promising programs, or best practices OR utilizes a training program that is based on best practices in the topic presented. This training must be available to all individuals involved in the criminal justice system. This training can be in the form of workshop, seminar, or conference. DO NOT use this form for in-house training for personnel. The applicant must provide:

- C. Brief concise description of the curriculum.
- D. Type of personnel to be trained
- E. Number of personnel expected to attend
- F. Geographic location of attendees
- G. The dates and times of the training
- H. Location of the training
- I. Documentation supporting the effectiveness of the training program in addressing the identified need.

E. DEMOGRAPHICS

1. Congressional District – Check the box(es) that indicates the Congressional District(s) representing this project.
2. Type of Organization – Check the box that identifies the applicant agency.
3. STOP Funded Organization – Check one (1) box that best describes the organization receiving the STOP Program funds.
4. Indicate whether the agency is a faith-based organization.
5. Indicate whether the agency is a culturally specific community-based organization.

F. LOUISIANA AUTOMATED VICTIM NOTIFICATION SYSTEM (LAVNS)

Agencies are encouraged to inform all victims about the services available through Louisiana Automated Victim Notification System (LAVNS). LAVNS is a service provided by the Louisiana Commission on Law Enforcement in cooperation with the Louisiana Sheriffs' Association (LSA), Louisiana District Attorneys' Association (LDAA), and the Louisiana Department of Public Safety and Corrections (DOC).

LAVNS monitors the custody status of adult inmates in all parish jails and state prisons. By calling the LAVNS LINE (866-LAVNS-4-U) or by accessing the LAVNS website, you may assist victims to inquire about an offender's status and, optionally, help the victims register to be notified upon any change to that offender's custody status (i.e., release from jail, transfer to another facility, etc.). LAVNS is FREE to victims who may call LAVNS ANONYMOUSLY and as often as they wish to register or to determine an inmate's current status.

Provide the name and contact information of the individual responsible for informing victims of the services available through the LAVNS system. If this individual has never received formal LAVNS training from LCLE, it is strongly recommended that he/she contact LCLE to make arrangements for training, which is free of charge. For additional information, please visit: <http://lcle.la.gov/programs/lavns.asp>

G. CRIME VICTIM REPARATIONS (CVR)

Agencies are encouraged to inform all victims about the Crime Victims Reparations (CVR) Program. The Louisiana Crime Victims Reparations Fund helps innocent victims and their families when they have no other means of paying for the financial cost of crime. The fund is administered by the Crime Victims Reparations Board under the jurisdiction of the Louisiana Commission on Law Enforcement.

The crime must occur in Louisiana or the crime must involve a Louisiana resident who becomes a victim in another state that does not have a crime victim compensation program for which the victim would be eligible. The victim and/or claimant must cooperate fully with law enforcement officials in the investigation and prosecution of the case. An application must be filed with the CVR Claims Investigator within a year of the crime unless there is a good reason why the application was not submitted within this time period.

Provide the name and contact information of the individual responsible for informing victims of the services available through the CVR program. For additional information regarding who is eligible and who is not eligible for services available through the CVR program, please contact your Parish Claims Investigator (name and contact information available at http://lcle.la.gov/programs/cvr.asp#CVR_Reps) or visit the LCLE website at: <http://lcle.la.gov/programs/cvr.asp>.

H. PRIOR RESULTS (For continuation projects only)

Applications for continuation funding must describe the program's activities and accomplishments to date. This should include a summary of the previous funding project's activities such as, the number of arrests, victims served (primary and secondary), trainings conducted and number trained, policies and/or products developed, and data concerning the project's progress up to the time of application in meeting its goals. Applicants should also describe any problems encountered with the program's original goals and objectives and corrective action taken.

I. EVALUATION AND DISSEMINATION OF REPORTING

A copy of the pre- and post-tests, surveys, and/or other forms used for gathering data needs to be included with the attachments. Forms should include, at a minimum, baseline data (for new projects), previous funding cycle data (for continuation projects), and current data related to goals, objectives, outputs, and outcomes.

The applicant should state who will be responsible for the collection of data, when data will be collected and who will be responsible in analyzing the data. Also, all entities receiving project results and the schedule of reporting (i.e., monthly, quarterly, yearly) must be included. Examples of recipients could include: Board of Directors, Applicant Agency (if different from Implementing Agency), Courts with jurisdiction, etc. Applicants MUST state the Louisiana Commission on Law Enforcement will receive quarterly progress reports and expenditure reports on a monthly or quarterly basis.

J. CONTINUATION

All applicants must describe its strategy for obtaining permanent financial support for the project at the conclusion of federal funding. The description must include the source of additional funding that helps maintains the level of services. This should include a description of existing local financial support for the project and applicant’s plan for involving other local organizations and individuals in acquiring permanent funding. Updates on obtaining permanent financial support will be required in the Quarterly Progress Reports.

K. RESOURCES

Describe facilities available to the applicant for the project. List all additional resources available to the project. Items could include equipment, supplies, additional staff, volunteers, etc.

L. AUDIT

The applicant must choose either A or B that best describes their organization’s expenditure of federal funding. Refer to the audit information found in Section 800 Other Direct Costs instructions.

M. VOLUNTEERS

State whether or not volunteers provide services to this project. Describe the duties and functions to be performed by the volunteers. Indicate the number of volunteer hours per duty-function for this application (this can be an estimate). If volunteers are used as match, their duties must directly relate to the focus of this project and information stated in Section 100 Personnel,

N. CONSULTATION

Law enforcement, prosecution, the courts, probation and parole agencies and victim services providers must consult with each other. Briefly describe the process used to consult, coordinate, and collaborate with each agency. Attach original current letters of support and/or written cooperative agreements indicating awareness and cooperation/role with this project.

OTHER REQUIRED INFORMATION

1. CERTIFICATIONS OF REQUIREMENTS

The Authorized Official for the applicant agency should review the following required conditions prior to signing in **BLUE INK**. A copy of these requirements must be kept for your records.

- 1.1. Certified Assurances
- 1.2. Criminal Penalties
- 1.3. Certifications Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters and Drug-Free Workplace Requirements
- 1.4. Certification on Non-Supplanting

2. CERTIFICATION OF MATCH

3. ORGANIZATIONAL CHART – A current organizational chart is required. It should show the placement of the project within the agency.

4. CERTIFICATION OF LEPC/CJCC DISTRICT DIRECTOR – The District Director or Assistant Director of the local Law Enforcement Planning Council/Criminal Justice Coordinating Council must sign this certification.

5. CERTIFICATION OF STATE COALITION DISTRICT DIRECTOR – The District Director of the State Coalition must sign this certificate.

6. QUESTIONS/PROBLEMS – Please contact your District Director or the Victim Services Program Manager if you have any questions or problems with the completion of the application and/or the application process.