

**DEPARTMENT OF SOCIAL SERVICES**

VICTIMS' SERVICES

700 GOVERNORS DRIVE

PIERRE, SD 57501-2291

**PHONE:** 605.773.5884 or

800.696.9476 (in-state only)

**FAX:** 605.773.4085

**VICTIMS' SERVICES  
STOP/VAWA GRANT  
STOP-PROSECUTION**

**STOP-PROSECUTION  
COMMUNITY RESPONSE TEAM  
APPLICATION AND PROGRAM  
GUIDELINES**

**FY 2017**



**NOTE: PLEASE READ ALL OF THE GUIDELINES BEFORE YOU PREPARE YOUR APPLICATION. YOU ARE EXPECTED TO UNDERSTAND AND ABIDE BY ALL EXPECTATIONS INCLUDED IN THE GUIDELINES.**

### **APPLICATION & PROGRAM GUIDELINES**

This application and program guidelines document provides information for the state fiscal year 2017 grants. It contains application information for agencies who wish to apply for STOP-Prosecution funds through the Department of Social Services, Victims' Services Program.

### **PROJECT PERIOD**

12 months: May 1, 2016 to June 30, 2017

### **GRANT ELIGIBILITY GUIDELINES**

- 1) Be a **public** organization that provides direct services to crime victims.
- 2) Be able to meet program match requirements, using non-Federal funds committed for direct victim services.
- 3) Promote, within the community served, a coordinated approach for serving crime victims, thus avoiding duplication of effort.
- 4) Comply with applicable provisions of the Victims' Services Program Guidelines, the Office of Justice Programs Financial Guide, and the Office of Violence Against Women Financial Grant Management Guide, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of funds received. This includes financial documentation for disbursements, daily time and attendance records specifying time devoted to allowable victim services, client files, the portion of the project supplied by other sources of revenue, job descriptions, contracts for services, other records which facilitate an effective audit, records retention, and compliance with monitoring and/or audit activities and requirements.
- 5) Maintain statutorily required civil rights information on victims served by race, national origin, sex, age, color, religion and disability; and permit reasonable access to its books, documents, papers, and records to determine whether the recipient is complying with applicable civil rights laws.
- 6) Provide a variety of services and assistance to crime victims.
- 7) Provide services at no charge to victims through the funded project.
- 8) Maintain confidentiality of client information.
- 9) Prohibit policies that support denying individuals access to services based on their relationship to the perpetrator.
- 10) Prohibit policies that support practices that impose restrictive conditions to be met by the victim in order to receive services.
- 11) Prohibit any activities that may compromise victim safety.

### **NONSUPPLANTING**

Victims' Services grant funds are to be used to enhance or expand services to victims, not to substitute (supplant) other funding sources. In other words, state and local funds presently appropriated for the project may not be decreased due to additional federal

funds being made available through the state of South Dakota. STOP-P funds must add to, not replace, what already exists. In those instances where a question of supplanting arises, the applicant or grantee will be required to substantiate that the reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of federal funds.

#### **METHOD OF PAYMENT**

Victims' Services funds will be paid on a reimbursement basis. Requests for payment must be submitted through the Victims' Services Management System (VSMS) and must include a breakdown of expenses incurred and funds requested. Documentation of expenses may be required.

#### **REPORTING REQUIREMENTS**

Subgrantees are required to complete a quarterly progress report, through the Victims' Services Management System.

STOP-P subgrantees are also required to complete an Annual Progress Report using a reporting form from the Muskie Institute. Applicants should review the reporting requirements by going to the Muskie Institute website at <http://muskie.usm.maine.edu/vawamei/> to determine if they want to apply for STOP-P funds.

#### **COMPLETING THE APPLICATION**

Current grantees must complete the grant application on the Victims' Services Management System. Refer to the grant application section of the Victims' Services Management System User's Manual for instructions on how to complete the application. After you have submitted your grant application, please send an e-mail to [shannon.schweitzer@state.sd.us](mailto:shannon.schweitzer@state.sd.us) stating your 2017 application has been submitted in the VSMS.

Agencies who are not currently funded through the Victims' Services Program, but who are interested in applying for funds should contact Shannon Schweitzer at [shannon.schweitzer@state.sd.us](mailto:shannon.schweitzer@state.sd.us) or at (605) 773-3109.

#### **SENDING ATTACHMENTS**

Mail Attachments A (including attachments listed) and B (a copy from each CRT member) to:

**South Dakota Department of Social Services  
Victims' Services Program  
Attn: Shannon Schweitzer  
700 Governors Drive  
Pierre, SD 57501**

#### **APPLICATION DEADLINE**

**Application and attachments must be received by April 10, 2016.  
Late applications will not be considered for funding.  
Grant awards will be announced in May 2016.**

## **REVIEW PROCESS**

Grant applications are screened by the Victims' Services Program Manager for eligibility and completeness. The Department of Social Services will review the applications. When making final selections, the Department may make a grant award for less than the amount applied for.

If your program has previously received funds from the Victims' Services Program, your program's past performance, particularly in terms of financial management, monthly reporting, and compliance with prior year grant requirements, will be given consideration in the review process.

## **GRANT PROGRAM INFORMATION**

### **STOP/VAWA GRANT OVERVIEW**

The STOP (Services\*Training\*Officers\*Prosecutors) Violence Against Women Act grant is funded through the US Department of Justice and encourages strategies to combat violent crimes against women, including domestic violence, dating violence, stalking and sexual assault.

STOP/VAWA funds are allocated based on federal guidelines with 25% allocated to law enforcement, 25% allocated to prosecution, 30% allocated to Victim Services (of which at least 10% is to be distributed to culturally specific community-based organizations), 5% allocated to courts, and 15% discretionary to serve victims of domestic violence, dating violence, sexual assault and stalking.

#### **Primary Purpose Areas:**

- The development and implementation of effective law enforcement and prosecution strategies to combat domestic violence, sexual assault and stalking;
- The development and enhancement of victim services in cases involving domestic violence, sexual assault and stalking;
- Increased number of prosecutors designated toward domestic violence, sexual assault and stalking cases;
- Serving primary victims ages 11 and older; and
- Partnerships between victim service providers, law enforcement, and prosecutors that ensure a seamless response to domestic violence, sexual assault and stalking cases.

### **SCOPE OF STOP-PROSECUTION PROGRAM**

Counties should apply for the purpose of implementing a Community Response Team (CRT) through the States' Attorney's office. Counties have the flexibility to use the grant funds for additional compensation for part-time States' Attorneys; full-time or part time Deputy State's Attorneys; and/or a victim witness assistant.

A Community Response Team is comprised of a States' Attorney; local law enforcement representative; victim witness assistant (if applicable); victim advocate; and other appropriate community professionals. A CRT works together to enhance the community's response to domestic violence and sexual assault victims by improving

policies and procedures; providing training; and increasing the number of successful domestic violence and sexual assault prosecutions. CRT's must meet at least quarterly or more often if needed.

CRT activities include, but are not limited to, the following:

- a. Work with other participating agencies of the CRT to improve the comprehensive and coordinated approach of the criminal justice system's response to victims of domestic violence, sexual assault, dating violence and stalking, including meeting together for this purpose on a regular basis.
- b. Change or add policies and protocols on domestic violence, sexual assault, dating violence and stalking within the grantee's agency, as needed, with the goal of keeping victims safe and holding offenders accountable. The grantee also agrees to share these written policies and protocols with other participating agencies of the CRT.
- c. Actively participate in the sharing of information about domestic violence, sexual assault, dating violence and stalking cases, which is not prohibited by state or federal statutes or other agency policy, for the purpose of improving victim safety and holding offenders accountable.
- d. Be actively involved in the establishment of goals, objectives and specific outcomes/results of the CRT effort.
- e. Assure training on domestic violence, sexual assault, dating violence and stalking is provided to all personnel in the grantee's agency.
- f. Cooperate in providing information and statistics required by the Department of Social Services.
- g. Understand all provisions of the STOP Violence Against Women Act and relevant civil and criminal statutes in South Dakota pertaining to domestic violence, sexual assault, dating violence and stalking, including any limitations of action prescribed by law or agency policies.
- h. Enhance and supplement initial arrest reports by further investigation to corroborate the testimony of victims.
- i. Track each domestic violence, sexual assault and stalking case prosecuted, and analyze sentences given to defendants.
- j. Establish and maintain documentation to demonstrate that investigation and prosecution of violent crimes against women has been enhanced.

Applicants will be required to provide the following information in the application:

- 1) Memorandum of Commitment (See Attachment C) signed by the agencies that will participate as members of the Community Response Team;
- 2) A plan to foster collaboration between prosecutors, law enforcement, and victim service providers;
- 3) A plan for culturally sensitive initiatives to respond to minority women, especially Native American women living off the reservation;
- 4) Previous years statistics showing the number of violent crimes against women that were successfully prosecuted and goals for improvement

**Match Requirements:** A contribution of non-Federal dollars used to increase the amount of resources available to the projects supported by grant funds. Match contributions may be cash, in-kind services, or a combination of both.

Subgrantees must provide a 25% non-Federal match

Subgrants awarded under this formula grant program may support up to 75 percent of the total cost of each project. Cash or in-kind services may be used as match.

**Cash match** for STOP-P funded projects cannot be met by Federal funds from other programs. State or local funds, or funds contributed from the private sector, may be used as match.

**In-kind match** may include donations of expendable equipment, office supplies and work space. The value placed on loaned or donated equipment may not exceed its fair rental value. 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.

- All funds designated as match are restricted to the same use as the federal grant funds they are matching. In other words, you may match your grant with funds that are used to provide direct STOP-P related services to primary victims or STOP-P related prosecution activities, but NOT with funds that are used for administration of programs, equipment, lobbying, etc.
- Grantees must maintain records that clearly show the source, the amount, and the period during which the match was allocated. The basis for determining the value of material, equipment and space must be documented.

### **Calculating the Match for STOP-P**

To calculate the minimum amount of matching funds needed, use the following formula:

1. Decide how much grant money you would like to request from STOP-P.
2. Divide the Request Amount by 100% minus the percent of match required.
  - divide request amount by 75%.
3. The result will be your TOTAL PROJECT COST.
4. Multiply the Total Project Cost by the percentage of match required to come up with the dollar amount of matching funds you will need.

#### **EXAMPLE FOR CALCULATING STOP MATCH**

A Program wants to apply for \$7,000:

1. \$7,000 divided by 75% = \$9,333 (Total Project Cost)
2. \$9,333 times 25% (required match) = \$2,333

**\$2,333 is the Match Amount Required**

**Attachment A**

**DEPARTMENT OF SOCIAL SERVICES  
VICTIMS' SERVICES**

**STOP VIOLENCE AGAINST WOMEN ACT GRANT PROGRAM**

**ATTACHMENTS:** Please attach the following items. All attachments are required in order for your application to be considered complete.

- 1) STOP/VAWA Grant Proposed Budget for 06/01/2016- 05/31/17.

\_\_\_ Attached

- 2) STOP Account bookkeeping report for the 06/01/14-05/31/2015 timeframe that shows actual expenses.

\_\_\_ Attached

- 3) Memorandums of Commitment from the Community Response Team (Attachment B). At a minimum, MOC's must include state's attorney, law enforcement, and a victim advocate. Please check those that are attached.

\_\_\_ States' Attorney                      \_\_\_ local law enforcement  
\_\_\_ victim advocate                      \_\_\_ court services  
\_\_\_ probation                                \_\_\_ medical & mental health professionals  
\_\_\_ social services  
\_\_\_ others: Please describe \_\_\_\_\_

- 4) A summary and flow chart of how the Community Response Team will respond to domestic violence, sexual assault and stalking victims, enhance safety, and hold offenders accountable.

\_\_\_ Attached

**CERTIFICATION:**

To the best of my knowledge and belief, information in this application is true and correct. This document has been duly authorized by the governing body of the applicant organization.

\_\_\_\_\_  
Printed Name of Chairperson of County Commissioners                      Telephone

\_\_\_\_\_  
Signature of Chairperson of County Commissioners                      Date

**Attachment B**

**DEPARTMENT OF SOCIAL SERVICES, VICTIMS' SERVICES  
STOP VIOLENCE AGAINST WOMEN GRANT PROGRAM**

**Memorandum of Commitment for Coordinated Response Team**

A Memorandum of Commitment must be completed and signed by each participating agency in the Coordinated Response Team (CRT) to show how agencies are actively participating in this project. Memorandums of Commitment must be included with this application and will be considered in funding decisions. Please provide one Memorandum of Commitment for each agency (we do not need one for each participating member of an agency).

\_\_\_\_\_ (Agency) agrees to collaborate and actively participate with the Coordinated Response Team in this community and will:

- Work with other participating agencies of the CRT to improve the comprehensive and coordinated approach of the criminal justice system's response to victims of domestic violence, sexual assault, dating violence and stalking including meeting together for this purpose as needed.
- Change or add policies and protocols on domestic violence, sexual assault, dating violence and stalking within the agency, as needed, with the goal of keeping victims safe and holding offenders accountable. The agency also agrees to share these written policies and protocols with other participating agencies of the CRT.
- Actively participate in the sharing of information about domestic violence, sexual assault, dating violence and stalking cases which is not prohibited by state or federal statutes or other agency policy for the purpose of improving victim safety and holding offenders accountable.
- Be actively involved in the establishment of goals, objectives and specific outcomes/results of the Coordinated Response Team.
- Assure training on domestic violence, sexual assault, dating violence and stalking is provided to all personnel in the agency.
- Cooperate in providing information and statistics required by the Crime Commission.
- Understand the provisions of the Violence Against Women Act and relevant civil and criminal statutes in South Dakota pertaining to domestic violence, sexual assault, dating violence and stalking, including any limitations of action prescribed by law or agency policies.

\_\_\_\_\_  
Agency Head (Print or type)

\_\_\_\_\_  
Signature of Agency Head:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Active CRT Representative

\_\_\_\_\_  
Date