

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
DISCRETIONARY FUNDS**

**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 AND PROGRAM GUIDELINES

This document contains the application and program guidelines for agencies who wish to apply for the STOP Violence Against Women Act (STOP/VAWA) Discretionary (STOP-D) funds through the Department of Social Services, Victims' Services Program. The grant solicitation is open until April 10, 2016.

GRANT PERIOD

12 months: June 1, 2016 to May 31, 2017

GRANT ELIGIBILITY GUIDELINES

To be eligible for funding, an applicant must:

- 1) Be a public or nonprofit organization that provides direct services to crime victims.
- 2) Have the support and approval of its services by the community.
- 3) Have a history of providing direct services in a cost-effective manner.
- 4) Be able to meet program match requirements, using non-Federal funds committed for direct victim services.
- 5) Promote, within the community served, a coordinated approach for serving crime victims, thus avoiding duplication of effort. Coordination may include, but is not limited to, serving on State, Federal, local, or Native American task forces, commissions and/or working groups; developing written interagency agreements; etc – all of which contribute to better and more comprehensive services to crime victims.
- 6) 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.
- 7) Maintain statutorily required civil rights information on victims served by race or national origin, sex, age, and disability, within the timetable established by the State; and permit reasonable access to its books, documents, papers, and records to determine whether the recipient is complying with applicable civil rights laws.
- 8) Submit statistical and programmatic information on the use of and impact of victim assistance funds, as requested and within the timetable established by the State.
- 9) Provide services to victims of Federal crimes on the same basis as victims of State crimes.
- 10) Provide a variety of services and assistance to crime victims.
- 11) Provide services at no charge to victims through the funded project.
- 12) Maintain confidentiality of client information.

- 13) Prohibit policies that support denying individuals access to services based on their relationship to the perpetrator.
- 14) Prohibit policies that support practices that impose restrictive conditions to be met by the victim in order to receive services.
- 15) Prohibit any activities that compromise victim safety.

Programs are NOT ELIGIBLE for funds if they:

- 1) Focus primarily on lobbying or raising public awareness;
- 2) Are crime prevention programs;
- 3) Are programs in which crime victims are not the sole or primary beneficiaries (e.g., witness management or witness notification programs);
- 4) Are Federal agencies, including U.S. Attorneys Offices; or
- 5) Are in-patient treatment facilities that are designed to provide treatment to individuals with drug, alcohol, and/or mental health-related conditions.

Programs that provide both victim and witness programs are eligible for funding only for that portion of their activity that directly serves crime victims.

Continuation Funding: No project is guaranteed continuation funding.

NONSUPPLANTING

STOP-D 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-D 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

STOP-D funds will be paid on a reimbursement basis. Requests for payment must be submitted in a format provided by the Department of Social Services 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 monthly progress report on a form provided by the Department of Social Services. At this time, the Victims' Services Management System reporting system will not be used.

STOP-D subgrantees are also required to complete an Annual Progress Report using a reporting form from the Muskie Institute. It is suggested applicants 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 the STOP-D grant.

APPLICATION COMPLETION AND DEADLINE

Applications must be completed and submitted on this form. Applications and attachments must be received by April 10, 2016. The application deadline is firm. Incomplete or late applications will not be considered for funding. Grant awards will be announced in May 2016.

Mail completed applications and attachments (Please do not email them) to:

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

REVIEW CRITERIA

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.

All applications will be reviewed on the basis of the following criteria:

- Eligibility;
- Quality of proposed use of funds;
- History of agency's grant management and financial management;
- Need;
- Geographic location / balance;
- Stated outcomes, including the process that will be used to evaluate outcomes and project success;
- Program's ability to sustain the project in the event that funds are reduced or discontinued in the future.

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.

STOP-D funds will be awarded through a competitive process. A grant agreement will be issued to the applicant that provides the proposal that best meets the primary goals for the use of the STOP Discretionary funds.

STOP-D GRANT OVERVIEW

The STOP (Services*Training*Officers*Prosecutors) Violence Against Women 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:

- the development and implementation of effective law enforcement and prosecution strategies to combat domestic violence, dating violence, sexual assault and stalking;
- the development and enhancement of victim services in cases involving domestic violence, dating violence, sexual assault and stalking; and
- Serving primary victims ages 11 and older.

Primary goals for use of Discretionary funds:

- Support a Regional Resource Prosecutor Program to hold offenders accountable for their crimes through enhanced prosecution efforts at the regional level; or
- Support an evidence based intervention program for victims or batterers.

Match requirements (Cash or In-kind, or a combination of both)

- 25% of the Total Project Budget for existing programs and new programs.

Calculating the Match for STOP-D

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-D.
2. Divide the Request Amount by 100% minus the percent of match required.
 1. 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-D 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

STOP-D Unallowable costs:

Grant funds under the STOP-D Funds Program may not be used for any unauthorized purposes, including but not limited to the following activities:

- Lobbying
- Fundraising
- Research projects
- Building renovations
- Violence prevention programs, such as media campaigns to educate the general public about violence against women
- Victim relocation expenses such as moving expenses, rent, housing, etc.
- Criminal defense work
- Legal services that are outside the scope of protecting the victims' safety
- Immigration fees

SECTION A: AGENCY INFORMATION

Applicant Name: _____

Address: _____ Phone Number : _____

Project Director: _____ Fax Number: _____

Email Address: _____

- Checkmark this box to certify your agency is a nonprofit or public agency that provides direct services to victims of DV, SA, Dating Violence or Stalking.
- Checkmark this box if your agency owns a vehicle.
- Check this box if your agency’s staff provides professional services to clients (such as legal, medical, or mental health services).
- Check this box if you are not a current recipient of grant funds through Victims’ Services.

SECTION B: PROJECT INFORMATION

The requested STOP-D funds will be used to: (check all that apply)

- _____ Fund a new project, service or activity
- _____ Expand/enhance an existing project
- _____ Continue an existing project (currently Non- STOP-D funded)
- _____ Continue an existing STOP-D funded project

If more than one area is checked on the above list, please indicate the percentage of STOP-D funding that will be used for each. (Example: 50% of STOP-D funding will be used to fund a new project to underserved populations and 50% will be used to continue an existing project.)

Geographic Area To Be Served

Geographic area to be served by this project (include counties / towns to be served): _____

Proposed STOP-D Project

I. Regional Resource Prosecutor

A. Qualifications:

- J. D. from an accredited law school
- Member in good standing of the South Dakota State Bar
- A minimum of 2 years experience in prosecuting DV, SA and Stalking cases (If experience does not meet this criteria, please provide an explanation as to how your agency will support the prosecutor).

B. Monthly Reporting Requirements:

- DV, SA, Dating Violence and Stalking cases prosecuted by County, status of these cases, results of prosecution

- Technical Assistance issues addressed
- New partners identified
- Presentations given
- Committees/groups involved in
- Number of DV, SA, Dating Violence and Stalking victims served
- Results of satisfaction survey given to counties served and those participating in presentations given

C. Applicants must provide a detailed description of:

- 1) How the project will use the Resource Prosecutor to work with surrounding counties to assist them to prosecute complex Domestic Violence (DV), Sexual Assault (SA), Dating Violence and Stalking cases. ***Provide copies of Memorandums of Understanding (MOU) for the June 1, 2016-May 31, 2017 timeframe, from each county your agency anticipates assisting. MOU's must be signed and dated by cooperating county's State's Attorney.**
- 2) Provide a description of the hiring process that will be utilized to ensure that the Regional Resource Prosecutor meets all Qualifications of the position (See description above).
- 3) How the project will use the Resource Prosecutor to provide technical assistance and legal research services to assist surrounding counties with the prosecution of DV, SA, Dating Violence and Stalking cases.
- 4) How the project will use the Resource Prosecutor to provide trainings on the prosecution of DV, SA, Dating Violence and Stalking cases to the legal community (to include, but not limited to, local state's attorneys in surrounding areas).
- 5) How the project will use the Resource Prosecutor to create and maintain a list serve that provides information to other interested parties to address the prosecution of DV, SA, Dating Violence and Stalking cases from a legal standpoint.
- 6) How the project will support the Resource Prosecutor to serve on DV, SA, Dating Violence and Stalking related state and local advisory councils and committees as requested by partners and other groups.

D. Estimate the increased number of successful prosecutions of violent crime against individuals anticipated if a STOP D grant is received. _____

E. If previously funded for this project, provide the following data related only to activities funded by the STOP-D grant:

1. Results of prosecutions of violent crimes against individuals during the previous calendar year (2014)
Arrests _____ Prosecutions _____ Convictions _____ Cases Pending _____

*For the purpose of this grant, violent crimes include stalking, sexual assault, domestic violence, dating violence and violation of protection orders. Violent crimes may also include any misdemeanor or felony assault, battery, vandalism, or other offense that occurred in a domestic violence, sexual

assault, or stalking incident. Cases addressing sexual assault, domestic violence, dating violence and stalking offenses should be counted even if South Dakota state law uses other names for these types of offenses.

- 2. Previous Number of Arrests and Prosecutions
2015 Arrests _____ 2015 Prosecutions _____
2014 Arrests _____ 2014 Prosecutions _____

F. Goals and Objectives Please list your goals, objectives, and activities for the project.

- Goals are broad, general statements of a desired result or outcome of the project.
• Objectives are specific results or effects of a program’s activities that must be achieved to reach the goals. Objectives are specific, attainable, measurable and time bound.
• Activities are the specific steps taken to meet the objectives.

Goals Objectives Activities Timeframe

II. Evidence Based Intervention Program for Victims or Batterers

A. Qualifications:

- Program must be one that responds to and intervenes in issues faced by either victims of DV, SA, Dating Violence or Stalking or Batterers who are perpetrators of DV.
• Program must be one that has an evidence based, demonstrated effectiveness in providing successful outcomes for victims or batterers. For example, the program

must provide evidence that it significantly reduces the instances of Batterers repeating their behavior of violence towards others.

B. Monthly Reporting Requirements

- Unduplicated number of Victims or Batterers receiving services.
- Unduplicated number of services received during the reporting period.
- Service stories that highlight individual successes during participation in the program as well as stories regarding follow-up activities with individuals.
- Recidivism rates for victims or batterers served by the project.

C. Provide a detailed description of:

- 1) How the program expects to achieve its intended results that includes the logic of the program, details of all key components, frequency and duration of the program activities, targeted population, targeted behaviors and the setting in which the program will be provided.
- 2) How the program is supported by empirical research, including research that demonstrates its effectiveness.
- 3) The need for this program in the service area in which the program will be administered.
- 4) The benefits of the program to the individuals served as well as the community at large.
- 5) Follow-up activities that will be accomplished with the victims or batterers served and how these activities will assist in tracking recidivism rates related to batterers re-offending, or victims being re-victimized.

D. Goals and Objectives Please list your goals, objectives, and activities for the project.

- Goals are broad, general statements of a desired result or outcome of the project.
- Objectives are specific results or effects of a program's activities that must be achieved to reach the goals. Objectives are specific, attainable, measurable and time bound.
- Activities are the specific steps taken to meet the objectives.

Goals	Objectives	Activities	Timeframe
-------	------------	------------	-----------

Budget Section

Complete each applicable budget section. Totals from each budget section should be included on the overall budget summary (located below).

STOP Discretionary Funds Program Grant Overall Budget Summary

Category	STOP Funds Requested
Personnel	
Benefits	
Rent and Operating	
Emergency Services	
Furniture/Equipment	
Travel/ Mileage	
Telephone	
Development and Training	
Other	
TOTAL REQUESTED	

DETAILED BUDGET FOR PERSONNEL AND BENEFITS

List each position your agency is requesting to fund through the STOP-D grant and indicate if the position is new or existing and if the position is fulltime or part-time. List total salary for each position and the amount of funding requested from the STOP-D grant to pay for the position.

(1) Name of Position *New (N) or Existing (E) * Fulltime (FT) or Part-time(PT)	(2) Total Annual Salary	(3) Total Benefits	(4) Total Personnel Cost (Column 2 plus column 3)	(5) % of time devoted to this project	(6) % of time devoted in dollars (Column 4 times column 5)	(7) STOP funds request
TOTAL						

Example:

Staff Title (N) (FT)	\$30,000	\$2,295	\$32,295	40%	\$12,918	\$12,918
-------------------------	----------	---------	----------	-----	----------	----------

Budget Narrative: If the position is an existing position, please explain how STOP-D funds are supplementing the current position, rather than supplanting the position.

(For example, if applying for STOP-D funding for 40% of an existing position, please explain how the original 60% of the position was funded.) Provide a detailed explanation of each position's duties. Attach a job description for each position in which STOP-D funding is requested. Identify the benefits you are requesting for the above position(s) and the formula for calculating each. Benefits must be prorated in relation to the amount of salary being requested from the STOP-D grant.

DETAILED BUDGET FOR RENT AND OPERATING EXPENSES

Rent/Operating costs are expenses that are required to implement the project such as office rent, telephone, utilities, photocopying and printing.

Rent/Operating Expenses	Quantity	Unit Price	STOP-D Funds Requested
TOTAL			

Budget Narrative: Provide an explanation of the rent/operating expenses to be paid and why these are needed to implement the project. The narrative should serve as an explanation of the above figures.

DETAILED BUDGET FOR EMERGENCY SERVICES EXPENSES

Emergency Services are essential, necessary and temporary assistance to individual victims. This may include clothing, food, transit tickets, etc.

Emergency Services Expenses	Quantity	Unit Price	STOP-D Funds Requested
TOTAL			

Budget Narrative: Explain why the Emergency Services are necessary to the success of the project. The narrative should serve as an explanation of the above figures.

DETAILED BUDGET FOR FURNITURE/EQUIPMENT EXPENSES

List furniture and equipment to be purchased. If only a portion of the furniture and equipment is used for the STOP-D project, then it must be prorated accordingly.

Furniture/Equipment Expenses	Quantity	Unit Price	STOP-D Funds Requested
TOTAL			

Budget Narrative: Explain why the furniture and equipment is necessary to the success of the project. The narrative should serve as an explanation of the above figures.

DETAILED BUDGET FOR TRAVEL/MILEAGE EXPENSES

Travel must be related to the project.

Type of Travel	Mileage	STOP-D Funds Requested
TOTAL		

Example

Staff Transportation	400 miles annually @ .41 per mile	\$164.00
----------------------	--------------------------------------	----------

Budget Narrative: Explain why travel is necessary to the success of this project. Specify personnel who will be using travel and the purpose of travel. The narrative should serve as an explanation of the above figures.

DETAILED BUDGET FOR TELEPHONE EXPENSES

Telephone expenses only. Can include expenses for telephone/internet.

Telephone Expense	Monthly Expense	STOP-D Funds Requested
TOTAL		

Budget Narrative: Explain why a Telephone expense is necessary to the success of this project. The narrative should serve as an explanation of the above figures.

DETAILED BUDGET FOR DEVELOPMENT AND TRAINING EXPENSES

Training can include purchasing material such as books, training manuals, and training travel expense.

Development/Training Expense	Quantity	Unit Price	STOP-D Funds Requested
TOTAL			

Budget narrative: Explain why training is necessary to the success of this project. Specify personnel who will receive training. The narrative should serve as an explanation of the above figures.

DETAILED BUDGET FOR OTHER EXPENSES

Provide a detailed explanation of the items requested in this category. Examples of other expenses include, but are not limited to, this would include interpreter services for clients, group counseling supplies and brochures in languages other than English.

Other Expenses	Quantity	Unit Price	STOP-D Funds Requested
TOTAL			

Budget Narrative: Provide a detailed explanation of the items requested in this category. Provide an explanation of why these items are necessary to implement this project. The narrative should serve as an explanation of the above figures.

DEPARTMENT OF SOCIAL SERVICES
VICTIMS' SERVICES

ATTACHMENTS: Please attach the following items:

- | | | |
|----|--|--|
| 1) | Board approved agency budget for current fiscal year | _____ Attached |
| 2) | Summary of all income and expenses for agency's recently ended fiscal year | _____ Attached |
| 3) | Articles of Incorporation | _____ Attached
_____ Current copy on file with State
_____ Not applicable; we're not a nonprofit |
| 4) | Documentation of 501 (c) (3) status from the U.S. Internal Revenue Service | _____ Attached
_____ Current copy on file with State
_____ Not applicable; we're not a nonprofit |
| 5) | Written job descriptions for all positions for which grant funds will pay any portion. | _____ Attached
_____ Not applicable |
| 6) | Current board list including names, addresses, and phone #'s (non-profit agencies only) | _____ Attached
_____ Not applicable; we're not a nonprofit |
| 7) | Agencies not currently receiving grant funds through the Victims' Services Program must provide the items listed in 1-6, along with a separate attachment including the following information: length of time the program has been in existence, description of the program and services provided, affirmative action plan, other sources of program income, personnel policies and by-laws. | _____ Attached
_____ Not applicable |
| 8) | Memorandums of Understanding from cooperating counties (Regional Resource Prosecutor Program applicants only). | _____ Attached
_____ Not applicable |

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.

Typed name of Board Chairperson

Typed Name of Project Director

Signature

Date

Signature

Date