



## STAFF REPORT

**Report To:** Board of Supervisors **Meeting Date:** April 7, 2022

**Staff Contact:** Jason Woodbury, District Attorney

**Agenda Title:** For Possible Action: Discussion and possible action regarding authorization for the submission of a grant application by the Carson City District Attorney's Office to the Nevada Attorney General's Office for funding through the Federal Fiscal Year 2022 Violence Against Women Act ("VAWA") and Services-Training-Officers-Prosecutors ("STOP") sub-grant to provide 75% of the funding, approximately \$64,321, with a 25% required match in the amount of approximately \$21,440, to add one Victim/Witness Coordinator position in the District Attorney's Office. (Jason Woodbury, jwoodbury@carson.org)

Staff Summary: If submission of the VAWA/STOP grant application is authorized and the grant is awarded, the District Attorney's Office would be able to fund one additional Victim/Witness Coordinator position to provide services to victims of crime. The estimated total cost of the additional position would be \$85,761, including salary, benefits, equipment and supplies. The grant would fund 75%, or \$64,321, of that total cost.

**Agenda Action:** Formal Action / Motion **Time Requested:** 10 minutes

---

### **Proposed Motion**

I move to authorize submission of the grant application as requested.

### **Board's Strategic Goal**

Safety

### **Previous Action**

N/A

### **Background/Issues & Analysis**

The District Attorney's Office urgently needs an additional position in its Victim/Witness Services Unit in order to remain in compliance with its constitutional obligations to provide services to victims of crime under Marsy's Law. On March 9, 2022, the Nevada Attorney General's Office issued a Notice of Funding Opportunity soliciting applications for VAWA/STOP grant funding. The scope of the grant solicitation allows for the addition of personnel in the DA's existing Victim/Witness Services Unit.

The total cost of funding for the position is estimated to be approximately \$85,761, which includes salary, benefits, equipment and supplies. If awarded, the grant would provide 75% of the funding for the position, or approximately \$64,321. There would be a 25% match required of Carson City, in the amount of approximately \$21,440. The period of the grant funding is from July 1, 2022 to June 30, 2023.

**Applicable Statute, Code, Policy, Rule or Regulation**

N/A

**Financial Information**

**Is there a fiscal impact?** Yes

**If yes, account name/number:** Grant Fund Salaries and Benefits, 2750500-500101 and 2750500-5002XX, Grant Number TBD if awarded.

**Is it currently budgeted?** No

**Explanation of Fiscal Impact:** If the grant is awarded, Carson City would be responsible for a 25% match for the grant in the amount of approximately \$21,440, for a one-year period. Position would be paid from the Grant Fund, and the transfer from the General Fund would increase to fund the match of \$21,440.

**Alternatives**

Do not authorize submission of the grant application.

**Attachments:**

[FFY 2022 STOP-SASP Solicitation Final.docx](#)

**Board Action Taken:**

Motion: _____	1) _____	Aye/Nay
	2) _____	_____
		_____
		_____
		_____

\_\_\_\_\_  
(Vote Recorded By)



**STATE OF NEVADA  
OFFICE OF THE ATTORNEY GENERAL**

**FEDERAL FISCAL YEAR 2022  
VIOLENCE AGAINST WOMEN ACT (VAWA)  
GRANT PROGRAMS**

**NOTICE OF FUNDING OPPORTUNITY**

Instructional materials for filing an application for the  
Services♦Training♦Officers♦Prosecutors (STOP) CFDA #16.588 and  
Sexual Assault Services Program (SASP) CFDA #16.017  
Grant Programs

Office of the Attorney General  
100 North Carson Street  
Carson City, Nevada 89701

**FINAL DATE AND TIME FOR APPLICATION SUBMISSION  
MONDAY, APRIL 18, 2022 by 5:00 PM PACIFIC TIME**

## TABLE OF CONTENTS

General Information for All Applicants	Page 3
Funding Period	Page 3
Application Deadline	Page 5
Technical Assistance	Page 5
Pre-Application Webinar	Page 5
Applicant Eligibility	Page 6
Federal Program Areas for STOP Funds	Page 8
Federal Program Areas for SASP Funds	Page 11
State Priorities	Page 12
Reporting and Documentation	Page 13
Application Review Process	Page 14
Selection Criteria	Page 14
How to Apply	Page 15
Application Instructions	Page 15
Application Content List	Page 16
Part 1 - Title Page and Purpose Area Page	Pages 17-18
Part 2 – Applicant Summary Letter	Page 19
Part 3 - Project Narrative	Page 19
Part 4 - Attachments	Page 26
Checklist	Page 36

## GENERAL INFORMATION

This solicitation provides program and streamlined application guidelines to request funding through the Federal Fiscal Year 2022 Violence Against Women Act (VAWA) Services♦Training♦Officers♦Prosecutors (STOP), and the Sexual Assault Services Program (SASP) sub-grants. This year's application process continues to coordinate project periods between the Nevada Division of Child and Family Services (DCFS) which is the state administering agency for the Victim of Crime Act (VOCA) formula grant, and the Nevada Office of the Attorney General (OAG) which is the state administering agency for VAWA STOP and SASP formula grants. The purpose of aligning VOCA and VAWA grant funds is to promote more coordinated program development and administrative oversight of both funding streams to ensure equitable funding for a broader coordinated community response to intimate partner violence, dating violence, sexual violence, stalking, and physical, emotional and sexual violence.

**Applicants will apply for funding for a project period of July 1, 2022 – June 30, 2023.**

Funding is contingent upon the amount of the Federal funding awarded to the OAG. The OAG reserves the right to coordinate VAWA funding for victim services with VOCA funding and other sub-grantee funding sources.

The STOP Program supports communities in their efforts to develop and strengthen effective victim services, law enforcement and prosecution strategies to combat the crimes of intimate partner violence, dating violence, sexual assault and stalking. This program further encourages partnerships among police, prosecutors, the judiciary, victim advocates and service providers, health care providers, faith leaders, and others to help provide Nevada's victims and their families with the protection and services they need to pursue safe and healthy lives within their communities and to hold their offenders accountable for the harm they have done. The SASP Program is limited to nonprofit, nongovernmental providers of direct services specific to all victims of sexual violence.

Through this solicitation, VAWA funded sub-grant awards will be competitively distributed on a geographic basis. This includes urban and rural areas of various sizes and populations. The STOP and SASP Formula Grant Programs are authorized and funded under the federal Violence Against Women Act (VAWA) most recently reauthorized in 2013. Underserved and culturally specific populations, whether based on geography or other definable standards, do receive preferential funding under VAWA. States are also allowed to determine their funding preferences within the federal purpose areas which are identified within the STOP Implementation Plan as State Priorities on page 12.

**STOP** will provide funds to Tribal governments, state governments, units of local government, and nonprofit, nongovernmental victim services programs, including those of faith-based and community-based organizations. As the agency designated to oversee the distribution of STOP Program funds, the OAG will accept applications for proposed grant-funded activities meeting specific federal and state objectives, generally summarized as furthering the development and implementation of effective, victim-centered initiatives and responses, and advocacy programs designed to increase the effectiveness and efficiency of the delivery of services for VAWA-eligible crimes. Please note that while funding will be directed to those entities whose primary focus

is combating violence against women, STOP mandates that services to similarly situated male victims in need must be provided under this program. STOP funded programs may not exclude any person from receiving grant-funded services based on the person's gender, race, age, color, ethnicity, language, educational status, income, political or faith affiliation, national origin and/or immigration status, disability status, marital status, sexual orientation or gender identification. The STOP Program does limit response and services to "primary victims," aged 11 years and above, of intimate partner violence, sexual and dating violence, and stalking offenses. Children 10 years and under may only be treated as "secondary victims" with an inextricable link to a primary recipient of services.

**SASP** is authorized under the VAWA and is the primary funding stream dedicated to the provision of direct intervention and related assistance for victims of sexual assault. As outlined in VAWA, the purpose of the SASP Formula Program is to provide "intervention, advocacy, accompaniment, support services, and related assistance for adult, youth, and child victims of sexual assault, family and household members of such victims, and those collaterally affected by the victimization, except for the perpetrator of such victimization." SASP sub-grants will be competitively awarded to urban and rural areas of various sizes, populations and service availability to provide direct intervention and related assistance to sexual assault victims of all ages. As the agency designated to oversee the distribution of SASP program funds, the OAG will accept applications from service providers for proposed grant-funded activities. SASP funds will be awarded to programs meeting specific federal and state objectives, generally summarized as furthering the development and implementation of effective, victim-centered initiatives and advocacy programs designed to increase the effectiveness and efficiency of the delivery of services to victims of sexual assault. Please note that while funding will be directed to those entities whose primary focus is combating violence against women, SASP maintains that services to similarly situated male victims in need may be provided under this program. SASP funded programs may not exclude any person from receiving grant-funded services based on the person's gender, age, race, color, ethnicity, language, educational status, income, political or faith affiliation, national origin and/or immigration status, disability, marital status, sexual orientation or gender identification.

**Please note: Applicants do not need to specify whether they are requesting STOP or SASP funding. This will be determined during the administrative review process to ensure efficient utilization of all available grant funds. A successful application is not a guarantee you will receive all or partial funding for the proposed program; or, if initially funded, that your project will receive continued funding in subsequent grant cycles.**

The OAG seeks applications that include service delivery in a victim-centered manner. According to the Office for Victims of Crime (OVC), the "victim-centered approach is defined as the systematic focus on the needs and concerns of a victim to ensure the compassionate and sensitive delivery of services in a nonjudgmental manner. A victim-centered approach seeks to minimize re-traumatization associated with the criminal justice process by providing the support of victim advocates and service providers, empowering survivors as engaged participants in the process, and providing survivors an opportunity to play a role in seeing their traffickers/perpetrators brought to justice." (Office for Victims of Crime, "Victim-Centered Approach," Office of Justice Programs, accessed July 16, 2019, <https://www.ovcttac.gov/taskforceguide/eguide/1-understanding-human-trafficking/13-victim-centered-approach/>).

Best practices such as trauma-informed care and healing-centered engagement promote victim safety, healing, and stability in a victim-centered way. Trauma-informed care refers to how we view the impact of severe harm on one's mental, physical and emotional health. The healing-centered approach also considers the impact of trauma but further focuses on the ability to acknowledge the harm, rather than be defined by it. Both support the whole person, rather than focusing on the symptoms or specific behaviors and applications including trauma-informed care and/or healing-centered engagement will be prioritized.

### **FUNDING PERIOD**

**July 1, 2022–June 30, 2023**

All funding remaining after the June 2023 Monthly Financial Report reimbursement claims will be swept back to OAG for reallocation. Funding cannot be carried over past this funding period.

### **APPLICATION DEADLINE**

**Monday, April 18, 2022 by 5:00 PM Pacific Time– NO EXCEPTIONS**  
Email application packet and attachments to [AGGrants@ag.nv.gov](mailto:AGGrants@ag.nv.gov)

### **TECHNICAL ASSISTANCE**

Applicants may email [AGGrants@ag.nv.gov](mailto:AGGrants@ag.nv.gov) for technical assistance.

This Notice of Funding Opportunity will be posted on the Nevada Office of the Attorney General website, <http://ag.nv.gov> on or about March 8, 2022.

### **PRE-APPLICATION Webinar**

Attendance and participation in this pre-application webinar is **strongly encouraged**. This webinar will be recorded for future reference.

STOP/SASP Pre-Application Webinar  
Wed, Mar 23, 2022 10:00 AM - 11:30 AM (PDT)

**Please join my meeting from your computer, tablet or smartphone.**  
<https://meet.goto.com/176671757>

**You can also dial in using your phone.**  
United States (Toll Free): [1 866 899 4679](tel:18668994679)  
United States: [+1 \(571\) 317-3116](tel:+15713173116)

**Access Code:** 176-671-757

Get the app now and be ready when your first meeting starts: <https://meet.goto.com/install>

**Please note the link will not work until 10 minutes before the time and date specified above.**

Questions regarding this solicitation: Questions will be answered by the Grants Unit staff throughout the solicitation period. Send questions to the [AGGrants@ag.nv.gov](mailto:AGGrants@ag.nv.gov) email address. A Frequently Asked Questions (FAQ) link will be posted to the Office of the Attorney General website, <http://ag.nv.gov/grants/grants/> under the 2022 Violence Against Women Act STOP/SASP Grant Programs section on or before Monday, April 11, 2022, compiling all questions received.

### **APPLICANT ELIGIBILITY**

To be eligible for a sub-grant from these funds, an applicant must:

1. Provide services that fall within the federal purpose areas as described below. A 25 percent match requirement based on the total award will be imposed on all sub-grantees, with the exception of any Tribe or victim service provider.
2. Ensure that any federal funds awarded through this program will be used to supplement, not supplant, any federal and nonfederal funds that would otherwise be available for activities funded through this program.
3. Be a public agency, tribal government or nonprofit organization incorporated and qualified to do business in Nevada.
4. Possess or obtain a DUNS Number (<http://www.dnb.com>) or Unique Entity Identifier (UEI) and current SAM registration (<https://www.sam.gov/SAM/>) prior to receiving any funds. Please note the U.S. General Services Administration is transitioning from the DUNS Number to a new, non-proprietary number called the UEI.
5. Be governed in a manner which reflects awareness of the racial, ethnic, economic, and social composition of the county or counties to be served and include individuals who are knowledgeable in the focus area of this project, including culturally-specific projects.
6. Require its employees and volunteers to maintain the confidentiality of any information that would identify persons receiving services such that any release of identifying information must be with prior voluntary written, time-limited consent of the victim, as applicable.
7. Provide services without any discrimination on the basis of a person's gender, age, race, color, ethnicity, language, educational status, income, political or faith affiliation, national origin and/or immigration status, disability status, marital status, sexual orientation or gender identification.
8. Comply with the provisions of the Americans with Disabilities Act (ADA) and the Equal Employment Opportunity guidelines of the Office of Civil Rights.
9. Be willing to comply with any new state or federal requirements and regulations that may be imposed as well as those outlined in the Acknowledgement Form contained within this



Notice of Funding Opportunity (NOFO). The submitting agency must submit this signed form with their completed application.

**NOTE:** **STOP** funds may not be used to support services that focus exclusively on children (those age 10 and under) or to develop prevention curricula for schools. The term “dating violence” was added to the federal purpose areas in fiscal year 2000 and allows for some services to teen victims of dating violence. For example, this grant could support a project that would provide for distribution of *information* and *education* to university, high school and middle school students on the availability of community resources to assist victims facing a dating violence or sexual violence situation.

Additionally, services such as peer support groups and advocacy targeting teen victims of dating violence are allowable. **However, due to very limited resources available to support direct core services for VAWA victims, prevention programs will not be funded at this time.** Direct services provided to children supported with STOP funds must show an inextricable link - and be the direct result of - providing services for an adult victim. For example, STOP funds may support the expansion of shelter services for battered women to include programs for their children.

**SASP** has a broader victim service mission and can cover some services that fall out of the scope of STOP funding, such as services to all children victimized by sexual violence.

Proposed activities that compromise victim safety will not be funded by either **STOP** or **SASP**. Activities that may compromise victim safety include:

- Policies and/or Procedures that deny individuals access to services based on their existing or future relationship to the perpetrator;
- Developing materials that are not tailored to the dynamics of intimate partner and dating violence, sexual assault, stalking, and/or the culturally specific population to be served as informed by the current federal interpretations of VAWA;
- Sharing confidential victim information with outside organizations and/or individuals without the informed, written and time limited consent of the victim;
- Policies and/or Procedures that would penalize victims of VAWA related crimes for failure to testify against their alleged perpetrator or impose other sanctions on them. ***Rather, policies and procedures that provide victims the opportunity to make an informed choice about whether to testify are encouraged;***
- Policy, procedures and/or practices that require victims of sexual assault to cooperate with law enforcement and/or prosecutors in order to receive a forensic exam without direct cost to them;
- Requiring victims to report sexual assault, stalking, or intimate partner and dating violence crimes to law enforcement or forcing victims to participate in criminal proceedings, counseling, drug treatment or other mandated activities in order to receive VAWA funded services;
- Policy, procedures and/or practices that would encourage dual arrests and mutual restraining orders;
- Policy, procedures and/or practices that fail to use accepted best practices in determining predominant aggressor;
- Policy, procedures and/or practices that requires the victim to pay preparation and/or service delivery fees for orders of protection;
- Policy, procedures and/or practices that would require a victim to participate in forensic

- lie detection or other truth telling device tests;
- Requiring mediation or counseling for couples as a systemic response to intimate partner violence or sexual assault;
- Offering perpetrators the option of entering pre-trial diversion programs;
- Court mandated batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior;
- Placement of batterers in anger management or substance abuse programs in lieu of batterer intervention programs.

## **FEDERAL PROGRAM PURPOSE AREAS**

### **STOP FUNDS**

Funds under the STOP Program **must** be used for one or more of the following statutory purpose areas:

1. Training law enforcement officers, judges, other court personnel, and/or prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking, and including the appropriate use of non-immigrant status under subparagraphs (U) and (T) of section 101(a)(15) of the Immigration and Nationality Act (8 U.S.C. 1101(a));
2. Developing, training, or expanding units for law enforcement officers, judges, other court personnel, and/or prosecutors who specifically targeting violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking;
3. Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking, as well as the appropriate treatment of victims;
4. Developing, installing, or expanding data collection and communication systems, including computerized systems linking police, prosecutors, and courts for the purpose of identifying, classifying, and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking;
5. Developing, enlarging, or strengthening victim services and legal assistance programs, including domestic violence, dating violence, sexual assault, and stalking programs, developing or improving 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 crimes of domestic violence, dating violence, sexual assault, and stalking;

6. Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking;
7. Supporting formal and informal statewide multidisciplinary efforts, to the extent not supported by State funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking;
8. 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;
9. 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, dating violence, or sexual assault, or stalking, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals;
10. Providing assistance to victims of domestic violence and sexual assault in immigration matters;
11. Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families;
12. Supporting the placement of special victim assistants (to be known as “Jessica Gonzales Victim Assistants”) in local law enforcement agencies to serve as liaisons between victims of domestic violence, dating violence, sexual assault, and stalking, and personnel in local law enforcement agencies in order to improve the enforcement of protection orders. Jessica Gonzales Victim Assistants shall have expertise in domestic violence, dating violence, sexual assault, or stalking and may undertake the following activities:
  - A. Developing, in collaboration with prosecutors, courts, and victim service providers, standardized response policies for local law enforcement agencies, including the use of evidence-based indicators to assess the risk of domestic and dating violence homicide and prioritize dangerous or potentially lethal cases;
  - B. Notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency;
  - C. Referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services); and
  - D. Taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order.

13. Providing funding to law enforcement agencies, victim services providers, and state, tribal, territorial, and local governments (which funding stream shall be known as the Crystal Judson Domestic Violence Protocol Program) to promote:
  - A. The development and implementation of training for local domestic violence service providers, and to fund victim services personnel, to be known as “Crystal Judson Victim Advocates,” to provide supportive services and advocacy for victims of domestic violence committed by law enforcement personnel;
  - B. The implementation of protocols within law enforcement agencies to ensure consistent and effective responses to the commission of domestic violence by personnel within such agencies such as the model policy promulgated by the International Association of Chiefs of Police (“Domestic Violence by Police Officers: A Policy of the IACP, Police Response to Violence Against Women Project” July 2003)<https://www.theiacp.org/sites/default/files/201906/Model%20Policy%20Domestic%20Violence%20by%20LE%202003.docx>; and
  - C. The development of such protocols in collaboration with state, tribal, territorial and local victim services providers and domestic violence coalitions.

Note: Any law enforcement, state, tribal, territorial or local government agency receiving funding under the Crystal Judson Domestic Violence Protocol Program and any sub grantee of such an agency shall (1) receive specialized training on an annual basis, from domestic violence and sexual assault non-profit organizations on the topic of incidents of domestic violence committed by law enforcement personnel and (2) provide a report to the Department of Justice of the protocol(s) adopted in connection with the Crystal Judson Domestic Violence Protocol Program, including a summary of progress in implementing such protocol(s), once every two years. States and territories must notify and provide OVW with a list of sub grantee recipients awarded STOP funds under the Crystal Judson Domestic Violence Protocol Program, and ensure that all sub grantees satisfy the requirements of this paragraph.

14. Developing and promoting state, local, or tribal legislation and policies that enhance best practices for responding to domestic violence, dating violence, sexual assault, and stalking.
15. Developing, implementing, or enhancing Sexual Assault Response Teams, or other similar coordinated community responses to sexual assault.
16. Developing and strengthening policies, protocols, best practices, and training for law enforcement agencies and prosecutors relating to the investigation and prosecution of sexual assault cases and the appropriate treatment of victims.
17. Developing, enlarging or strengthening programs addressing sexual assault against men, women, and youth in correctional or detention settings.
18. Identifying and conducting inventories of backlogs of sexual assault evidence collection kits and developing protocols and policies for responding to and addressing such backlogs, including protocols and policies for notifying and involving victims.

19. Developing, enlarging, or strengthening programs and projects to provide services and responses to male and female victims of domestic violence, dating violence, sexual assault, or stalking, whose ability to access traditional services and responses is affected by their sexual orientation or gender identity, as defined in section 249(c) of title 18, United States Code.
20. Developing, enhancing, or strengthening prevention and educational programming to address domestic violence, dating violence, sexual assault, or stalking with not more than 5% of the amount allocated to a state to be used for this purpose. **(PLEASE NOTE:** Due to very limited availability of resources to support core direct services, the OAG will not be accepting applications for prevention funding at this time).

## **SASP FUNDS**

The purpose of SASP is to provide intervention, advocacy and accompaniment (e.g., court, medical facilities, police departments, etc.), support services, and related assistance to:

- Adult, youth and child victims of sexual assault;
- Family and household members of such victims; and
- Those collaterally affected by the victimization (e.g., friends, co-workers, classmates).

In this Fiscal Year, funds under SASP may be used for the establishment, maintenance and expansion of rape crisis centers and other non-governmental or tribal programs and projects to assist individuals who have been victimized by sexual assault, without regard to the age of the individual.

SASP Grant funds shall be used by states and territories for rape crisis centers and other non-profit, non-governmental organizations or tribal entities for programs and activities that provide direct intervention and related assistance. Pursuant to 34 U.S.C. § 12511(b)(2)(C), intervention and related assistance may include:

1. 24-hour hotline services providing crisis intervention services and referral;
2. Accompaniment and advocacy through medical, criminal justice and social support systems including medical facilities, police and court proceedings;
3. Crisis intervention, short-term individual and group support services, and comprehensive service coordination and supervision to assist sexual assault victims and family or household members;
4. Information and referral to assist the sexual assault victim and family or household members;

5. Community-based, culturally specific services and support mechanisms, including outreach activities for underserved communities, as long as outreach is related specifically to services offered and not general education; and
6. Development and distribution of materials on issues related to the services described in numbers 1 through 5 above.

**Note:** SASP emphasizes the establishment, maintenance and expansion of rape crisis centers and other non-profit, non-governmental organizations, such as dual programs addressing domestic violence and sexual assault, for the provision of direct intervention, core services, and related assistance to adult, youth, and child victims of sexual assault. **Under SASP, grant funds cannot be used to support sexual assault forensic examiner projects or criminal justice activities (e.g. law enforcement, prosecution, courts, or forensic interviews).**

### **STATE PRIORITIES**

In shaping their strategies, applicants are encouraged to develop and support projects that address goals identified in the OAG STOP Implementation Plan:

- Improve access to sexual assault forensic exams, services for underserved victims and improve investigation and prosecution of sexual assault crimes.
- Improve understanding of and response to human trafficking, particularly sex trafficking.
- Improve intake procedures and service collaborations to increase victim access and better identify victim priorities.
- Improve statewide, regional and local utilization of resources and programs.
- Continue support of intimate partner violence fatality reviews and policy development.
- Support development of dual (domestic violence/sexual assault) programming in rural communities.

Additionally, priority will be given to applications including trauma-informed care and/or healing-centered engagement.

### **COLLABORATION**

The OAG encourages collaborative projects with a focus on providing broad, non-duplicative and cost-effective services across law enforcement, prosecution, court responses, and community-based services. This does not limit the number of agencies providing such services as long as there is sufficient documented need; however, collaboration to enhance and expand upon existing services is strongly encouraged.

**Letter of Commitment:** If you will be delivering your program in a location other than your facility, please attach a letter of commitment or executed Memorandum of Understanding (MOU) from this other agency indicating their understanding of the use of their facility.

**ONLY For Prosecution, Court and Law Enforcement Applicants:** Memorandum of Understanding (MOU) or Letter of Collaboration: If no MOU is currently in place between the applicant and a community-based victim services organization, a Letter of Collaboration **must** be submitted with this application from the community-based organization(s) outlining an intended collaborative MOU between the agencies. Such an MOU, fully executed by the participating agencies, would then be due to the OAG by December 31, 2022 if the project is funded.

Community-based organizations are organizations providing assistance to victims whether or not the victim decides to report the crime to law enforcement. This collaboration with community-based organizations ensure law enforcement, prosecution and court grantees are providing a victim-centered response in their funded activities.

The statutory guidelines under the Violence Against Women Act of 2005 now mandates “documentation showing that tribal, territorial, state or local prosecution, law enforcement, and courts have consulted with tribal, territorial, state or local victim services programs during the course of developing their grant applications in order to ensure that proposed 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.” The Memorandum of Understanding (MOU) will satisfy this federal mandate.

## **REPORTING AND DOCUMENTATION**

Successful applicants will be required to supply information on their funded projects, most of which is mandated by the federal guidelines, including the following:

1. Annual Progress Report: All sub-grantees will be required to gather statistical information pertaining to their funded project, which must be provided to the grant administrator at the conclusion of each calendar year, using the mandated form provided by the Office on Violence Against Women. This report is commonly called ‘The Muskie Report’, named after the Muskie School of Public Service at the University of Southern Maine, the developer of this report. This report is due by January 31, 2023.
2. Year-End Report: All VAWA sub-grantees will be required to submit a narrative report on their project progress to the grant administrator describing the status of their project as it relates to the goals outlined in their application and list training completed by grant funded staff, using the template provided by the OAG Grants Unit. This report is due by July 31, 2023.
3. Monthly Financial Reports: ***This is a cost reimbursable award (funding is not provided in advance of expenditures but rather reimbursed after the expenditures/services are provided).*** All sub grantees are required to complete and submit monthly financial reports (template provided upon approval of award and submission of all required documents) together with supporting back-up documentation clearly identifying expenses for which reimbursement is requested as well as any expenses and/or in-kind services being provided as match for an award. These reports are due by the end of the following month. For example, the Monthly Financial Report for July 2022 will be due by August 31, 2022. There is an exception for the June 2023 Monthly Financial Report in which the deadline will be July 10, 2023 in order for us to close out the state fiscal year.
4. Site Visits: Sub-grantees may be subject to site visits and/or desk reviews by the STOP/SASP Administrator or their designee. The sub-grantees should be prepared to make any requested administrative, programmatic and/or financial information available during a

site visit/desk review. The OAG makes an effort to meet with as many sub-grantees as possible each year, with special focus on sub-grantees with key staff changes, new sub-grantees, agencies not visited within the last year and those experiencing challenges in the implementation of their project. Sub-grantees may request site visits for technical assistance or to highlight a promising program or practice. Sub-grantees are encouraged to share such promising practices or programs with OAG staff outside of Site visits if no visit is scheduled. Site visits may involve a coordinated review by co-funding agencies such as DCFS.

5. Webinars: The OAG Grants Unit may assess training needs as well as compliance issues and provide trainings using teleconferences or webinars. Funded agencies are expected to participate in these events or view the recording when it is made available.
6. Networking: Networking opportunities may be facilitated by the OAG Grants Unit. Agencies may be asked to work with another local agency, that provides similar services to better understand services as well as referral processes and limitations and eligibility requirements.
7. **All awards are contingent upon available funding.**

### **APPLICATION REVIEW PROCESS**

All applications will be subject to an initial eligibility review by OAG Grants Unit staff, followed by an objective review consisting of independent stakeholder/partner reviewers. Applications will be scored according to the criteria set forth in this solicitation. If the application fails to meet the criteria listed below during the initial review by OAG staff, the application may not receive further consideration. Criteria for the initial review include:

- Whether or not the application was submitted by the deadline;
- Whether or not the application is complete and uses appropriate formatting; and
- Whether or not all statutory eligibility criteria are met.

### **SELECTION CRITERIA**

All applications for funding will be primarily rated on the basis of the criteria set forth below:

- Completion of the application package;
- The degree to which the proposed project falls within the federal purpose areas and also addresses state priorities;
- The degree of community collaboration proposed to meet the needs of victims in the service area;
- How well the applicant identifies a clear need within the community and proposes a project to address that need;
- The extent to which the proposed project complements or enhances existing services while avoiding duplication of efforts;
- The degree to which a proposed Scope of Work and project is fiscally prudent and can be reasonably supported by the applicant's fiscal and programmatic status;



- The degree to which a proposed evaluation plan reflects the ability to evaluate the proposed project;
- The degree to which a proposed Scope of Work is realistic within project timelines;
- The degree to which a proposed project is sustainable;
- The degree to which an applicant, if previously funded, has demonstrated compliance and their previously demonstrated appropriate use of funds;
- The degree to which the proposed budget clearly and concisely links the expenses to the planned program;
- The degree of allowability of proposed funded activities; and
- Whether the applicant has demonstrated an ability to meet the reporting guidelines of the Violence Against Women Act.

The OAG staff will follow-up as necessary with the applicants recommended for funding to address any specific issues identified by the review panel. Adjustment of budget and/or scope of work may be required at that time. Based on the panel recommendations and staff analysis of the applications, the Attorney General will make final funding decisions **with all award decisions being final – there is no appeals process.**

## **HOW TO APPLY**

**You must submit your complete application packet electronically no later than Monday, April 18, 2022 by 5:00 PM, Pacific Time to the [AGGrants@ag.nv.gov](mailto:AGGrants@ag.nv.gov) email address.**

There are no exceptions to this requirement. If documented technical issues arise, please contact Debbie Tanaka at 775-434-4497 no later than Friday, April 15, 2022 by **noon** so we can help resolve them before the deadline of Monday, April 18, 2022 by 5:00 PM, Pacific Time.

## **APPLICATION INSTRUCTIONS**

This Notice of Funding Opportunity provides the necessary forms, instructions and general information essential for an eligible agency to apply for grant funds.

**Important:** Please ensure your application meets the following **formatting criteria.**

- Must use the application forms provided.
- Parts 1 through 3 must not exceed mandated page limits.
- Application should be formatted for standard 8-1/2” x 11” white paper and typed in a 12-point Times New Roman font with 1” margins.
- Narrative sections must be either 1.5 or double spaced, except where specifically indicated that single-spacing can be used (example- the Scope of Work table).
- Narrative answers should show paragraph separations with ½” indent.
- The Title Page should be the first page of your application.
- The Purpose Area page should be the second page of your application.
- The Checklist should be included as the last document of your proposal.
- **All** pages must be numbered as one whole packet, including all attachments.
- Clearly identify which section/question you are answering. Answer **all** questions.

- Email the completed application packet with attachments to [AGGrants@ag.nv.gov](mailto:AGGrants@ag.nv.gov) by **Monday, April 18, 2022 by 5:00 PM, Pacific Time.**

**Application Contents** A complete grant application **must** include the following:

- Part 1** TITLE PAGE\* and PURPOSE AREA PAGE
- Part 2** APPLICANT SUMMARY LETTER\*
- Part 3** PROJECT NARRATIVE (Parts A through I)
- Part 4** ATTACHMENTS
  - A. Certifications and Assurances;
    - 1. STOP Certification\*;
    - 2. Certification of Non-Discrimination\*;
    - 3. Confidentiality Acknowledgement\*;
    - 4. Standard Certifications\*;
    - 5. Standard Assurances\*;
    - 6. Nevada Attorney General’s Office Acknowledgement Form\*;
  - B. Memorandum of Understanding or Letter(s) of Collaboration (only required for law enforcement, prosecution or court applicants)\*;
  - C. Letter regarding non-supplanting\*;
  - D. Current IRS determination letter of non-profit status 501(c)(3), if applicable;
  - E. VAWA-informed and victim-centered confidentiality policy;
  - F. List of Board of Directors with contact information, Organizational Chart, Executive compensation disclosure;
  - G. Cost Allocation Plan, including all requested/anticipated funding sources for community-based, non-profit organizations and all relevant program funding sources for units of governments. This plan MUST also show how requested funding will be allocated across anticipated program related agency expenses and how each position will be funded across all revenue streams;
  - H. Budget Form. Please be thorough in narrative detail sections. Budget must accurately and reasonably reflect funding required for the proposed project and be directly linked with the Project Narrative;
  - I. Agency Self-Assessment\*;

- J. Certificates of Liability Insurance, if applicable;
- K. Federally negotiated indirect cost rate agreement, if applicable;
- L. Letter of Commitment from service venue if services are to be delivered at a location other than the applicant's agency, if applicable\*;
- M. Application Content Checklist;

\*Documents requiring signatures

**NEVADA OFFICE OF THE ATTORNEY GENERAL  
Federal Fiscal Year 2022 STOP/SASP Program Sub-Grant Application**

**Part 1 - TITLE PAGE**

Agency: \_\_\_\_\_ (Enter the full legal name of the applicant.)

Project Title: \_\_\_\_\_  
(Enter a brief, descriptive title, e.g. Law Enforcement Training: Sexual Assault Investigations.)

Project Jurisdiction: \_\_\_\_\_  
(Add the community/geo-political area of project impact, i.e. city, tribal, judicial district, etc.)

**Funding Requested for State Fiscal Year 2023 (July 1, 2022 through June 30, 2023):**

Source of Funds	Totals	*Describe Match Type/Source, if any
Grant Funds	\$	<i>(Example: In-kind: volunteer hours)</i>
Match Funds*	\$	
<b>TOTAL PROJECT BUDGET (all funds)</b>	<b>\$</b>	

**Current STOP/SASP funding awarded for State Fiscal Year 2022 (July 1, 2021 through June 30, 2022):**

STOP:  
SASP:  
Total:

Contact Info	Executive Director/ Authorized Official	Project Director	Fiscal Officer <i>(must be different than Executive Director)</i>
Name			
Title/Position			
Mailing Address City, State & Zip			
Physical Address City, State & Zip			
Telephone			

Fax			
E-Mail			
Signature/Date			
DUNS Number		SAM Expiration Date	

**STOP Federal Purpose Areas: Include a check for all applicable Purpose Areas being addressed in this application. NOTE: Each area checked here must correspond to the Goals listed in your Scope of Work.**

Check if applicable	Federal Purpose Area
	1. Training (law enforcement, judges, prosecutors, court personnel)
	2. Multi-disciplinary units targeting VAWA crimes
	3. Developing or implementing effective policies, protocols, services
	4. Data collection and communication systems
	5. Strengthen victim services and legal assistance programs
	6. Addressing the needs of Indian tribes regarding VAWA crimes
	7. Coordinated community response
	8. Train sexual assault forensic medical personnel examiners
	9. Address needs of older and disabled women and prosecute instances
	10. Assistance in immigration matters
	11. Maintain core victim services and criminal justice initiatives
	12. Jessica Gonzales Victim Advocates
	13. Crystal Judson Domestic Violence Protocol Program
	14. Develop and promote legislation and policies to enhance best practices
	15. Sexual Assault Response Teams
	16. Strengthen and train on best practices relating to investigation and prosecution
	17. Address sexual assault in correctional or detention settings
	18. Address backlogs of sexual assault evidence collection kits, develop protocols
	19. Strengthen services to those w/limited access to traditional services/response
	20. Strengthen educational/prevention programming

**SASP Federal Purpose Areas: (Include a check for all applicable Purpose Areas being addressed in this application). NOTE: Each area checked here must correspond with the Goals in your Scope of Work.**

Check if applicable	Federal Purpose Area
	1. 24-hour hotline services, providing crisis intervention
	2. Accompaniment and advocacy (medical, courts, social support, etc.)
	3. Crisis intervention
	4. Information and referral to resources
	5. Culturally-specific services/support mechanisms, outreach to under-served
	6. Development/distribution of materials on the above services

**State Priorities: (Include a check for all applicable Priority Areas being addressed in this application)**

Check if applicable	State Priority
	1. Improve access to sexual assault forensic exams, services for under-served, improve investigation and prosecution
	2. Response to human sex trafficking

	3. Improve intake procedures, collaborations to increase victim access
	4. Improve statewide, regional, local utilization of resources
	5. Support of Intimate Partner Violence fatality reviews and policy development
	6. Support development of dual (Domestic Violence/Sexual Assault) programming in rural communities

**Other Priorities: (Include a check for all applicable Other Priorities being addressed in this application)**

<b>Check if applicable</b>	<b>Other Priority</b>
	1. Provision of trauma-informed care services
	2. Provision of healing-centered engagement

## **Part 1 – Title Page and Purpose Area Page**

The Title Page and Purpose Area Page template are provided on pages 17-18.

TIPS for its completion:

Under Contact Information: The Executive Director and the Project Director may be the same person in some agencies. However, the Fiscal Officer cannot be the Executive Director. If your agency does not have an Executive Director (example: government agencies), this area will be filled out by your Authorizing Official, or the person who has the authority to accept funds on behalf of your organization.

- Under Federal Purpose Areas: Only include the priorities you are addressing with this application, not your agency's work as a whole. Refer to pages 8-11 for more detailed descriptions of each purpose area.
- Under State Priorities: Again, only check off the priorities you are addressing with this application, not all priorities your agency addresses. Refer to page 12 for these priorities.
- Under Other Priorities: Again, only check off the priorities you are addressing with this application, not all priorities your agency addresses. Refer to pages 4-5 for discussion on these priorities.
- If you are addressing ANY of the priority areas under SASP or any of the STOP priority areas addressing sexual assault, make sure you complete the Sexual Assault Services Questionnaire on page 22.

## **Part 2 – APPLICANT SUMMARY LETTER (1 page limit)**

The Applicant Summary Letter must be placed on agency letterhead and will describe, in an abbreviated manner, every major aspect of the proposed project, providing reviewers a snapshot of your narrative. The Applicant Summary Letter must include the following: a) a description of the need for grant funds; b) how you intend to use the funds; c) the expected result of your intended use of funds; and d) demographic characteristics of the population to be served (include age, disabilities, race, ethnicity, language as applicable).

Please address the Applicant Summary Letter to:

Debbie Tanaka  
Office of the Attorney General  
100 North Carson Street  
Carson City, NV 89701

## **Part 3 - PROJECT NARRATIVE**

### **A. Statement of Need: (4 page limit)**

- a. What is the problem to be addressed by this project and how will project funding help alleviate the problem? Please include current supporting data.
- b. Are other agencies addressing the problem? If so, identify each one and provide a brief description on how this project differs, or how it complements each existing program.

- c. How would this project enhance the services currently provided by your program?
- d. Who is your target population? Include current specific and local community demographic data to support this requirement. If this is an on-going project, include demographic data of those served last year.

**B. What Will Be Done:** (3 page limit)

- a. Provide a clear picture of how this project will be implemented in your community. If you are proposing a new project then outline steps to achieve full implementation of the project. Describe goals that illustrate where you hope to be at the end of this grant cycle.
- b. What specific objectives or steps will you take to accomplish this? Make sure to clearly link these proposed goals and objectives with the community needs identified in the previous section, as well as your budget narrative.
- c. Please provide information on the agency's capacity for this project and what arrangements are made when the agency is at capacity. For example, if you are proposing to provide shelter, explain what alternative options are provided to victims seeking services. If you are already providing the proposed services, do you have a wait list? If so, what is the typical wait time? What is your agency's policy when faced with full capacity and what protocol is in place to ensure that victims are referred to other providers or receive services?

**C. Evaluation Plan:** (1 page limit)

In this section, applicants must describe how project goals will be evaluated; how will you measure success? How will you ensure accountability among all partners? Include the following:

- Describe how your agency tracks client and service data;
- Describe milestones along the way that will indicate success in meeting each goal. Include how you will measure these milestones;
- Describe how you will collect and evaluate client satisfaction or client feedback. Further discuss what your agency does with the information collected and how services and service providers get and use the information to improve quality of services provided; and
- **Make sure you address EVERY goal.**

**D. Scope of Work Table:** (1 page limit, single-spaced)

The following table will summarize your goals, objectives, evaluation of each goal and who is responsible for each objective. Please note that with each goal, you must identify the number of the STOP and/or SASP Purpose Area(s) this goal addresses. The STOP and SASP Purpose Areas can be found on pages 8-12 of this solicitation. NOTE: each Purpose Area checked on your front pages must correspond to at least one Goal in this Scope of Work Table.

Goal (and STOP and/or SASP Purpose Area #)	Objective	Method of Measurement	Estimated Number of Services/Clients served with this VAWA application (if applicable)	Responsible Party
<i>Example: Increase by 25% the availability of services to support VAWA clients in gaining self-sufficiency. (STOP #11)</i>	<i>Example: Provide at least monthly counseling services for VAWA clients.</i>	<i>Example: Develop a database to track counseling services provided to VAWA clients. Assess growth toward self-sufficiency with client feedback form.</i>	<i>Example: 15 counseling sessions for 20 VAWA clients</i>	<i>Example: Therapist</i>

Add or delete lines as needed. Please remove the example in the table above when finalizing your table.

**E. Sexual Assault Services:**

If sexual assault services are being proposed, you must answer the following questions. For any questions that are not applicable, mark them 'N/A'.

1. What is your agency's mission statement?	
2. Does your agency have a strategic plan for its sexual violence program?	
3. Does your agency have strategic goals established for its sexual violence program?	
4. Does your agency provide services to the full continuum of sexual violence survivors, including adult, youth, and child survivors?	
5. Does your agency have strong leadership that is committed to addressing sexual violence?	
6. Does your agency understand the connection between sexual violence and oppression and work to end both?	
7. What type of services does your	



agency provide to meet short-term needs of sexual violence survivors?	
8. What type of services does your agency provide to meet long-term needs of sexual violence survivors?	
9. Does your agency provide specific advocacy training on sexual violence and core service provision?	
10. Does your agency have a plan that is both proactive and responsive to vicarious trauma experienced by staff and volunteers?	
11. How does your agency listen and respond to the needs of the community?	
12. Explain how your agency speaks to the community about sexual violence.	
13. Explain how your agency works with systems, such as law enforcement, prosecution, courts.	

**F. Collaborative Process:** (2 page limit, including table. Table may be single-spaced)

Please identify and describe all partners in which you will be collaborating on this project and detail their role in the project. Outline collaborations using the following table.

Agency Name	Contact Name and Phone #	Describe Collaboration/Roles

**G. Sustainability Plan:** (½ page limit)

VAWA grants are intended as seed monies. No guarantees are made for future funding. Sustainability is the capacity of programs to continue to respond to the identified needs post-VAWA grant funding. Discuss your agency’s commitment and capacity as well as a plan for obtaining or developing other funding for project continuation beyond this funding period. Key factors might include: effective collaboration, understanding the community, identifying alternative funders or legislation designed to provide long-term funding, demonstrating program results, strategic funding and staff commitments and longevity.

**H. Performance:** (1 page limit)

**If you are a past and/or current recipient of STOP and/or SASP funding,** discuss major accomplishments achieved with this funding. Include numbers served and a story illustrating success. Discuss whether or not you achieved all the goals you outlined on your approved Scope of Work. Demonstrate how you were responsible stewards of these grant funds.

**If you are a new applicant (have not been a recipient of these funds in the past),** discuss your agency's capacity to administer these grant funds. Explain your ability to track data, report on activities, and implement your scope of work in compliance with federal funding requirements.

**I. Explanation/Justification for increased funding (if applicable):** (½ page limit)

If your agency received STOP and/or SASP in State Fiscal Year 2022, and you are applying for increased funding in State Fiscal Year 2023, please explain the need for increased funding.

**BUDGET DETAIL**

Each applicant must include a detailed budget and descriptive budget narrative for the project period, utilizing the format included (Budget Form Attachment). All budget items **MUST** be consistent with the project narrative and directly linked to goals and objectives.

**Budget Form is included with this application package. This form **MUST** be used.**

Budget Narrative: All applicants must complete narrative sections of the budget form explaining the amounts of funding requested in the budget detail as well as a brief explanation for the expense that ties it to the project/proposal narrative. A narrative explanation is required for matching funds as well. Applicants must create a budget that can be expended in full during this funding cycle. Unused funds will not be carried over to the following year.

Show all formulas used to arrive at budget item amounts. When calculating expenses in the Fringe category, please note fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick or military), employee insurance, pensions and unemployment benefit plans.

Grant funds must be spent only on allowable expenses: In general, VAWA grants may support personnel (including standard fringe benefits), training, technical assistance, data collection, and equipment costs to enhance the apprehension, prosecution and adjudication of persons committing violent crimes against intimate partners, and to provide or improve services for victims. **Please Note: *Cash, Gift Cards and Vouchers or similar cash equivalents will not be funded.***

Limitations on Funding: The OAG has the discretion to make grants for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to award of a grant.

Supplanting Prohibition: Federal funds must be used to supplement existing funds for program activities and may not replace (supplant) federal or non-federal funds which have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from Federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

\*Match Requirements: A 25 percent matching requirement will be imposed on all STOP sub-grantees, except for any tribe or victim service provider. The formula for calculating match is as

follows: **Federal Award Amount Requested divided by 75% multiplied by 25% = Match amount.** For example, if an applicant requests \$100,000 in federal funds, if funded, the applicant would need to provide a match of \$33,333.33 in match:

Federal award amount of \$100,000 divided by 75% = \$133,333.33 (Total Program Cost)

Total Program Cost multiplied by 25% match requirement = \$33,333.33 (Match)

Exempt organizations may provide match on a voluntary basis. Non-profit, victim services organization funded for a project in the STOP law enforcement, prosecution, courts, or discretionary categories must provide a 25% match. Cash and/or in-kind services from non-federal funding sources may be used as match.

All matching funds will be restricted to the same uses as VAWA and must be expended within the grant period. All sub-grantees must submit, together with their monthly financial reports, documentation that identifies how match is to be applied and the source of all matching contributions. All volunteered match, is gratefully appreciated; *however, if “volunteered” match is included within the budget, it becomes part of the official application and is no longer considered a voluntary contribution.*

Match cannot be derived from other federal sources. In-kind match may include donations of expendable equipment, office supplies, workshop or classroom materials, work space, or the monetary value of time contributed by professional and technical personnel and other skilled and unskilled labor if the services they provide are an integral and necessary part of a funded project. The value placed on loaned or donated equipment may not exceed its fair rental value. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the organization or the labor market. Fringe benefits may be included in the valuation. Volunteer services must be documented, and to the extent feasible, supported by the same methods used by the recipient organization for its own employees. 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. The basis for determining the value of personal services, materials, equipment, and space must be documented. Match for this grant application can not be used as match for another project or activity.

Indirect Costs: It is allowable to include indirect costs into your budget. Indirect costs are “those costs that are incurred for common or joint objectives and therefore cannot be identified readily and specifically with a particular sponsored project, an instructional activity, or any other institutional activity.” (OMB Circular 3.2-B- page 44). In short, indirect costs benefit more than one activity or are common/joint purpose costs. These costs, though not readily assignable to a particular award, are necessary both to the operation of the sub grantee/agency and to the performance of the award. Examples of indirect costs: services of the accounting staff or executive officers, salaries of personnel engaged in a broad range of departmental support activities, cost of utilities for a building housing multiple functions, office supplies, postage, local telephone and communications infrastructure. More information can be found here:

[https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/circulars/A133/2017/Compliance\\_Supplement\\_2017.pdf](https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/circulars/A133/2017/Compliance_Supplement_2017.pdf)

If your agency has a federally negotiated indirect cost rate agreement, you must attach documentation of this agreement to your application packet. If you wish to claim indirect costs but have never had a federally negotiated indirect cost rate agreement, you may utilize the 10% de minimis cost rate.

Additional Information: All sub grants resulting from this solicitation are governed by the provisions of the government-wide Super Circular (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) at

[https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)

**Part 4 – REQUIRED FORMS:** Please see the **Application Content Checklist** for a list of the **forms required by applicants** (all forms other than those specific to your agency can be found in the attachments to this package).

## **Attachment A**

**See attached PDF files. Print, complete and have signed by agency's authorized representative, scan and attach executed copies with application:**

STOP Certification

Confidentiality Acknowledgement

Standard Certifications

Standard Assurances

Nevada Attorney General's Office Acknowledgement Form

## Attachment B

### VAWA 2022 PROGRAM GRANT CERTIFICATION OF NON-DISCRIMINATION

*Please submit this completed page as part of your application.*

The State of Nevada will not provide support to organizations that in their constitution or practice discriminate against a person or group on the basis of age, gender, race, color, ethnicity, language, educational status, income, political or faith affiliation, national origin and/or immigration status, disability status, marital status, sexual orientation, or gender identification.

### STATEMENT OF APPROVAL

The undersigned affirms that the responsible governing body approved this request on \_\_\_\_\_ (date) and is aware of and concurs with the foregoing information. Further, if the proposed grant is awarded, the undersigned agrees to use the funds only for the purpose granted and to provide any reports or information that may be requested by the Nevada Office of the Attorney General.

Additionally, the undersigned affirms that the governing body of this agency has read and understands the nondiscrimination policy. Furthermore, the undersigned declares that this organization, operating in accord with said policy, does not discriminate against any person or group and will ensure that the Project Director and/or funded program staff will view or read the OCR training found at <http://ojp.gov/about/ocr/ocr-training-videos/video-ocr-training.htm>.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
(Please type/print name)

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Date: \_\_\_\_\_

## **Attachment C**

MEMORANDUM OF UNDERSTANDING OR LETTER OF  
COLLABORATION, IF APPLICABLE  
(Required for **law enforcement, prosecution or court applicants**)

## **Attachment D**

### **LETTER OF COMMITMENT, IF APPLICABLE**

If you are delivering any funded activities at a location outside your agency, you are required to submit a Letter of Commitment from that venue explaining they understand your use of their agency.



**Attachment E**  
**SAMPLE**  
LETTER REGARDING SUPPLANTING

[Applicant Letterhead]

[date]

Aaron D. Ford  
Nevada Attorney General  
100 North Carson Street  
Carson City, Nevada 89701

Dear General Ford:

[Applicant] certifies that any funds awarded through the FFY 2022 Violence Against Women Act (VAWA) Grant Program will be used to supplement existing funds for program activities and will not replace (supplant) nonfederal funds that have been appropriated for the same purpose. The [name of applicant] understands that supplanting violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Sincerely,

[Applicant's Authorizing Official]

## **Attachment F**

Insert your agency's most current IRS determination letter of non-profit status 501(c)(3) here, if applicable.

## Attachment G

Insert your agency's confidentiality policy here. This policy must be VAWA-responsive. **Non-VAWA responsive confidentiality policies may prevent funding.**

Components of a VAWA-responsive policy: Personally identifying information must not be disclosed to any third party without specific written and informed consent from the victim. This identifying information includes: name, address, social security number, date of birth, driver's license number, passport number, student identification number- any information that is likely to disclose a victim's identity, regardless of whether the information is encoded, encrypted, hashed, or otherwise protected. Releases of information, signed by the victim, must include a description of exactly what information will be disclosed and to whom, purpose of disclosure, and timeframe of permission to disclose.

### VAWA Section 3: Confidentiality Provision

*“(A) In GENERAL. In order to ensure the safety of adult, youth, and child victims of domestic violence, dating violence, sexual assault, or stalking, and their families, grantees and sub grantees under this title shall protect the confidentiality and privacy of persons receiving services.*

*(B) NONDISCLOSURE.—Subject to subparagraphs (C) and (D), grantees and sub grantees shall not — (i) disclose, reveal or release any personally identifying information or individual information collected in connection with services requested, utilized, or denied through grantees' and sub-grantees' programs, regardless of whether the information has been encoded, encrypted, hashed or otherwise protected; or (ii) disclose, reveal, or release individual client information without the informed, written, reasonably time-limited consent of the person (or in the case of an non-emancipated minor, the minor and the parent or guardian or in the case of legal incapacity, a court-appointed guardian) about whom information is sought, whether for this program or any other Federal, State, Tribal or territorial grant program, except that consent for release may not be given by the abuser of the minor, incapacitated person, or the abuser of the other parent of the minor.*

*(C) RELEASE. – If release of information described in subparagraph (B) is compelled by statutory or court mandate –(i) grantees and sub grantees shall make reasonable attempts to provide notice to victims affected by the disclosure of information; and (ii) grantees and sub grantees shall take steps necessary to protect the privacy and safety of the persons affected by the release of the information.*

*(D) INFORMATION SHARING.—(i) Grantees and sub grantees may share— (I) non-personally identifying data in the aggregate regarding services to their clients and non-personally identifying demographic information in order to comply with Federal, State, tribal, or territorial reporting, evaluation, or data collection requirements; (II) court-generated information and law-enforcement generated information contained in secure, governmental registries for protection order enforcement purposes; and (III) law enforcement- and prosecution-generated information necessary for law enforcement and prosecution purposes (ii) In no circumstances may (I) an adult, youth, or child victim of domestic violence, dating violence, sexual assault, or stalking be required to provide a consent to release his or her personally identifying information as a condition of eligibility for the services provided by the grantee or sub grantee; (II) any personally identifying information be shared in order to comply with Federal, Tribal, or State reporting, evaluation, or data collection requirements, whether for this program or any other Federal, Tribal or State grant program .”*

## Attachment H

1. **For all applicants:** Insert your organizational chart/table here; AND
2. **For non-profit organizations:** Insert your list of Board of Directors, including all of the following information: 1) contact information 2) indicate the business/financial/community sector that each member represents, 3) dates of their term on the board; AND
3. **For non-profit organizations:** Please provide the contact information and total annual compensation of the five most highly compensated executives, as the OAG may need to report the names and total compensation of the five most highly compensated executives of sub-grantees through the Federal Funding Accountability and Transparency Act (FFATA) Sub-Award Reporting System.

# Attachment I

**Complete Cost Allocation Plan with all relevant agency or governmental unit funding, not just project funding.**

**This is an example. You do not need to use this *specific* form.**

Sample Cost Allocation Table											
Personnel	Cost	Funding Source								Total	
		STOP		VOCA		FVPSA		RPE			
		%	\$	%	\$	%	\$	%	\$	%	\$
A. Alan	\$60,000.00	25.00%	\$15,000.00	50.00%	\$30,000.00	25.00%	\$15,000.00	0.00%	\$0.00	100.00%	\$60,000.00
G. Johnson	\$55,000.00	25.00%	\$13,750.00	50.00%	\$27,500.00	25.00%	\$13,750.00	0.00%	\$0.00	100.00%	\$55,000.00
J. Long	\$45,000.00	50.00%	\$22,500.00	25.00%	\$11,250.00	25.00%	\$11,250.00	0.00%	\$0.00	100.00%	\$45,000.00
M. Smith	\$40,000.00	25.00%	\$10,000.00	25.00%	\$10,000.00	25.00%	\$10,000.00	25.00%	\$10,000.00	100.00%	\$40,000.00
			\$0.00		\$0.00		\$0.00		\$0.00	0.00%	\$0.00
			\$0.00		\$0.00		\$0.00		\$0.00	0.00%	\$0.00
			\$0.00		\$0.00		\$0.00		\$0.00	0.00%	\$0.00
			\$0.00		\$0.00		\$0.00		\$0.00	0.00%	\$0.00
			\$0.00		\$0.00		\$0.00		\$0.00	0.00%	\$0.00
<b>Sub-total Personnel</b>	<b>\$200,000.00</b>	<b>N/A</b>	<b>\$61,250.00</b>	<b>N/A</b>	<b>\$78,750.00</b>	<b>N/A</b>	<b>\$50,000.00</b>	<b>N/A</b>	<b>\$10,000.00</b>	<b>N/A</b>	<b>\$200,000.00</b>
<b>Operating</b>	<b>Cost</b>	<b>%</b>	<b>\$</b>	<b>%</b>	<b>\$</b>	<b>%</b>	<b>\$</b>	<b>%</b>	<b>\$</b>	<b>%</b>	<b>\$</b>
Telephones	\$3,600.00	25.00%	\$900.00	40.00%	\$1,440.00	25.00%	\$900.00	10.00%	\$360.00	100.00%	\$3,600.00
Internet	\$2,500.00	25.00%	\$625.00	40.00%	\$1,000.00	25.00%	\$625.00	10.00%	\$250.00	100.00%	\$2,500.00
Electricity	\$5,000.00	25.00%	\$1,250.00	40.00%	\$2,000.00	25.00%	\$1,250.00	10.00%	\$500.00	100.00%	\$5,000.00
Supplies	\$1,000.00	25.00%	\$250.00	40.00%	\$400.00	10.00%	\$100.00	25.00%	\$250.00	100.00%	\$1,000.00
			\$0.00		\$0.00		\$0.00		\$0.00	0.00%	\$0.00
			\$0.00		\$0.00		\$0.00		\$0.00	0.00%	\$0.00
<b>Sub-total Operating</b>	<b>\$12,100.00</b>	<b>N/A</b>	<b>\$3,025.00</b>	<b>N/A</b>	<b>\$4,840.00</b>	<b>N/A</b>	<b>\$2,875.00</b>	<b>N/A</b>	<b>\$1,360.00</b>	<b>N/A</b>	<b>\$12,100.00</b>
<b>Travel</b>	<b>Cost</b>	<b>%</b>	<b>\$</b>	<b>%</b>	<b>\$</b>	<b>%</b>	<b>\$</b>	<b>%</b>	<b>\$</b>	<b>%</b>	<b>\$</b>
Airfare for VAAN	\$300.00	25.00%	\$75.00	50.00%	\$150.00	25.00%	\$75.00	0.00%	\$0.00	100.00%	\$300.00
Hotel for VAAN	\$576.00	25.00%	\$144.00	50.00%	\$288.00	25.00%	\$144.00	0.00%	\$0.00	100.00%	\$576.00
Per diem for VAAN	\$280.00	25.00%	\$70.00	50.00%	\$140.00	25.00%	\$70.00	0.00%	\$0.00	100.00%	\$280.00
			\$0.00		\$0.00		\$0.00		\$0.00	0.00%	\$0.00
			\$0.00		\$0.00		\$0.00		\$0.00	0.00%	\$0.00
<b>Sub-total Travel</b>	<b>\$1,156.00</b>	<b>N/A</b>	<b>\$289.00</b>	<b>N/A</b>	<b>\$578.00</b>	<b>N/A</b>	<b>\$289.00</b>	<b>N/A</b>	<b>\$0.00</b>	<b>N/A</b>	<b>\$1,156.00</b>
<b>Equipment</b>	<b>Cost</b>	<b>%</b>	<b>\$</b>	<b>%</b>	<b>\$</b>	<b>%</b>	<b>\$</b>	<b>%</b>	<b>\$</b>	<b>%</b>	<b>\$</b>
N/A	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00
N/A	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00
N/A	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00
N/A	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00
<b>Sub-total Equipment</b>	<b>\$0.00</b>	<b>N/A</b>	<b>\$0.00</b>	<b>N/A</b>	<b>\$0.00</b>	<b>N/A</b>	<b>\$0.00</b>	<b>N/A</b>	<b>\$0.00</b>	<b>N/A</b>	<b>\$0.00</b>
<b>TOTAL</b>	<b>\$213,256.00</b>	<b>N/A</b>	<b>\$64,564.00</b>	<b>N/A</b>	<b>\$84,168.00</b>	<b>N/A</b>	<b>\$53,164.00</b>	<b>N/A</b>	<b>\$11,360.00</b>	<b>N/A</b>	<b>\$213,256.00</b>

## **Attachment J**

**Please use the fillable Adobe BUDGET form and be thorough in the narrative detail sections. Budgets must accurately and reasonably reflect only the funding needed to execute the specific project proposed.**

**If you are proposing to provide match, please note that it is labeled as “non-federal” on the budget form.**

### **Application Content Checklist**

Please place an 'x' next to each item included in your application packet. **This Checklist must be submitted with your application packet to assist in application review.**

- Title Page
- Purpose Area Page
- Applicant Summary Letter
- Project Narrative (Parts A through I)
- STOP Certification
- Confidentiality Acknowledgement
- Standard Certifications
- Standard Assurances
- Nevada Attorney General's Office Acknowledgement Form
- Certification of Non-Discrimination
- Letter of Collaboration (for law enforcement, prosecution or court applicants)
- Letter regarding supplanting
- Current IRS determination letter of non-profit status 501(c)(3), if applicable
- VAWA-informed and victim-centered confidentiality policy
- Organizational Chart
- List of Board of Directors with contact information, if applicable
- Executive compensation disclosure, if applicable
- Cost Allocation Plan
- Budget Form w/Justification
- Certificates of Liability Insurance, if applicable;
- Federally negotiated indirect cost rate agreement, if applicable.
- Letter of Commitment from service venue if services are to be delivered at a location other than the applicant's agency (if applicable).
- Memorandum of Understanding, if applicable
- Agency self-assessment

\*Reminder: Please remember to include this completed checklist with your application. This Application Content Checklist should be the last page of your application.