

**November 24, 2008**

**Nebraska Crime Commission**

**2008 VIOLENCE AGAINST WOMEN ACT  
GRANT ANNOUNCEMENT AND  
APPLICATION KIT**

**Grant Applications Are Due  
In The Crime Commission Office on  
January 26, 2009 by 5:00 p.m. CST  
No Exceptions**

Please read the attached information thoroughly.

If you have questions, contact:

Christine Kutschkau

Nebraska Crime Commission

301 Centennial Mall South

P.O. Box 94946

Lincoln, Nebraska 68509-4946

(402) 471-3416

Email: [Christine.Kutschkau@nebraska.gov](mailto:Christine.Kutschkau@nebraska.gov)

In accordance with the Americans with Disabilities Act, the State would like to provide reasonable accommodation with respect to a grant application to persons with disabilities. If you need a reasonable accommodation, please contact the Nebraska Crime Commission, (402) 471-2194 or TDD at (800) 833-7352.



# VIOLENCE AGAINST WOMEN ACT (VAWA) ANNOUNCEMENT OF FUNDS

## Introduction

This application kit is for applicants who wish to apply for funds (*see page 2 for eligible applicants*) under the Federal S.T.O.P. Violence Against Women Act formula grant program to create comprehensive, positive changes in the criminal justice system's response to victims of domestic violence and sexual assault.

One original and 36 copies of the complete grant application are due in the Crime Commission Office **by 5:00 p.m. CST on January 26, 2009**. **Any application received after 5:00 p.m. CST will be considered late and will not be eligible for consideration during the current cycle.** Application and all copies must be in our office, so please remember when using any mail service (USPS, FedEx, UPS) that sending the application this way is at the applicant's own risk. There are **NO EXCEPTIONS**. Applications received by facsimile **will not** be accepted.

**PLEASE NOTE:** If you are applying as a Coordinated Response Team/Effort (CRT), your community must be involved in the development of this application. CRT agencies must have the opportunity to provide input on the application and review it prior to submitting it to the Crime Commission. It is important for all agencies in a community to take ownership in the VAWA program regardless of which agency applies for the funds. Ownership includes, but is not limited to, ensuring procedures are followed, ensuring everyone receives training, ensuring complete law enforcement reports are provided for prosecution and providing information and statistics needed by the Crime Commission in a way that is not a burden to any one person or agency.

If you are applying as a criminal justice agency or tribe, it is required that during the development of the grant application collaboration has occurred with a victim service provider in order to ensure proposed activities and requests are to promote safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking, and dating violence.

A Grant Application Workshop will be held December 9, 2008 from 1:30-4:00 pm CST at the Nebraska State Office Building, Room 6Y. This will be an opportunity for potential applicants to learn about the VAWA funds available through the Crime Commission, as well as a forum to ask questions about the application. The workshop is geared toward first time applicants but anyone is welcome to attend. Workshop attendance **is not** required to apply for funding. To register for this workshop, contact Alyson Stephens at (402) 471-3983 or [Alyson.Stephens@nebraska.gov](mailto:Alyson.Stephens@nebraska.gov).

## GENERAL GUIDELINES

### VAWA Funds Available

\$ 53,864	2007 VAWA Funds (of which, \$29,471 is carryover for cultural specific activities)
<u>\$ 961,447</u>	2008 VAWA Funds
\$ 1,015,311	<b>Total VAWA Funds Available For Award</b>

The Violence Against Women Act **requires** 30% of the funds be awarded to victim services of which at least 10% will be distributed to culturally specific community based organization, 25% to law enforcement, 25% to prosecution, 5% to the courts/probation, and 15% is discretionary. The required amount of VAWA funding available for each category is as follows:

<b>Victim Services</b>	<b>\$ 266,177</b>	<b>Courts</b>	<b>\$ 49,292</b>
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<b>Law Enforcement</b>	<b>\$ 246,460</b>	<b>Discretionary</b>	<b>\$ 147,876</b>
<b>Prosecution</b>	<b>\$ 246,460</b>	<b>Cultural Specific</b>	<b>\$ 59,046</b>

**Purpose of Grant Funds**

The purpose of the Violence Against Women Act (VAWA) S.T.O.P. grant program is to create comprehensive, positive changes in the response of the **CRIMINAL JUSTICE SYSTEM** to women who are victims of domestic violence and sexual assault. To achieve such changes, law enforcement, prosecution, probation, criminal justice representatives, and victim service providers must work together to identify needs and develop solutions.

**Eligible Applicants**

Eligible applicants for Violence Against Women Act funding are state and local units of government, Indian tribal governments, or nonprofit, nongovernmental victim services programs\*.

Faith based organizations receiving VAWA funds retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive funds. However, federal and match funds may not be used to fund inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded by federal or match funds; rather, such activity must be at a separate time or place from the funded program. Participation in such activity by individuals receiving services must be voluntary. A program funded with federal funds is not permitted to discriminate in the provision of services based of the client’s religion.

\*Victim services program means a nonprofit, nongovernmental organization that assists domestic violence or sexual assault victims, including rape crisis centers, battered women’s shelters, and other sexual assault or domestic violence programs, including nonprofit, nongovernmental organizations assisting domestic violence or sexual assault victims through the legal process.

**Gaps and Needs Identified at Statewide Meetings**

Below is a list of gaps and needs identified at statewide meetings that should be considered in funding requests. Many could be listed in multiple categories and the list is not conclusive. Many of these do not necessarily require additional funds but do require coordinated efforts to address them.

<b>Coordinated Response Efforts and State Response Efforts</b>
<ul style="list-style-type: none"> <li>▪ Educating Judges on Pre-sentence Investigations</li> <li>▪ Use of alternative witnesses or information if victim is reluctant or does not want to participate in prosecution of the case</li> <li>▪ Statewide listing of trained attorneys for domestic violence, sexual assault, and stalking issues</li> <li>▪ Coordinated response team standards/policies</li> <li>▪ Services statewide to respond to victims and ensure victim safety</li> <li>▪ Systems accountability to promote positive response to victims on a consistent basis</li> <li>▪ Standards to promote and monitor ‘best practice’ response to victims by a coordinated response effort</li> <li>▪ Consistent judicial response, statewide, for issues of victim safety and offender accountability in cases of domestic violence, sexual assault, and protection orders</li> <li>▪ Standard approach to support a victim who is involved in a violation of a protection order</li> <li>▪ Promote victim education on protection orders and outcomes that will be part of the process</li> </ul>

- Dual arrests and aiding and abetting issues
- Child custody matters be part of protection orders
- Law enforcement officers available to do a 'Standby' for a victim to retrieve belongings
- Difficult to have law enforcement enforce a protection order issued by a tribal reservation or another state
- Communication within a Coordinated Response Team (CRTs) needs to continue
- Statewide consistent response to sexual assault victims
- CRTs continue to focus on sexual assault victims

### **Legislation Issues**

- Legislation to address accountability of sexual assault offenders
- Restructure protection orders to be victim centered
- Protection order legislation to include probation and judges utilizing Batterer Intervention Programs
- Required in-service training on domestic violence and sexual assault for all law enforcement

### **Offender Accountability**

- Consistent enforcement of the Firearm Laws (statewide)
- Struggles finding qualified male facilitators for Batterer's Intervention Programs (BIP) in rural areas
- Lack of jails to transport offenders to for mandatory 12 hour hold (rural areas)
- Lack of preventative approach on issues of domestic violence (i.e., adolescent groups, adult groups, presentations in schools, etc...)
- Limited referrals to BIPs
- Need more approved BIPs, specifically in rural areas
- Consistent judicial response, i.e., no bond without appearing before judge, cash bond, no contact order placed on bond, mandatory 12-hour hold, violation of a protection order, etc.
- Acceptance of BIPs by judges
- BIP 'best practice' model, specific for rural areas
- Improve prosecution and investigation skills for sexual assault cases

### **Public Awareness / Education**

- Raise general awareness with presentations done with various groups (i.e., churches, workplaces, minority/cultural groups, schools, etc...)
- Information to unserved/underserved victims that domestic violence is a crime that won't be tolerated
- Statewide recognition/acceptance of domestic violence
- More information available on sexual assault

### **Training / Technical Assistance**

- Limited adult sexual assault training (i.e., proper investigative practices, investigative reports, rape kit collection, gathering medical evidence, interviewing a victim, etc...)
- Upholding victim confidentiality in rural areas
- Difficulty tracking or receiving statistics from key agencies to show the community's response to victims
- Training on Firearm Laws
- Training for specific issues experienced by Tribal program
- Trainer(s) that are experts in issues of domestic violence and sexual assault that will train Coordinated Response Team (CRTs) and be part of statewide training
- Annual statewide training for new issues and information
- Difficulties providing training (i.e., staff turnover, cost of training, paid overtime to attend training, not enough staff available to maintain agency coverage, resistance to attend training, keeping up with issues in the community, etc...)
- Continuous training for CRTs addressing issues of domestic violence and sexual assault
- Available training/technical assistance not fully utilized
- Training on evidence based prosecution versus using or relying on victim testimony
- Training on cultural issues
- Train judges on domestic violence issues in regards to protection orders
- Victims and offenders receiving information about their responsibilities in the protection order process
- Training about sexual assault for all agencies (i.e., consent, date rape drugs, acquaintance rape, etc...)
- Trained medical staff regarding sexual assault, especially in rural areas (i.e., SANE/SART nurses, emergency

room staff, etc...)

- Overall improved investigation abilities with evidence gathering for sexual assault cases

### **Unservd / Underserved Victims**

- Difficult to recruit interpreters
- Programs struggle with cost of interpreters
- Available interpreters for several different languages/dialects that are not high cost
- Outreach to underserved victims in various languages
- Education for interpreters, used by the criminal justice system, to maintain victim confidentiality
- Increased needs of underserved victim populations for services (i.e., non-English speaking, elderly, Native Americans, disabled, hearing disabled, individuals with mental health issues and/or rural area women, etc...)
- Long-term/second level care for underserved victims
- Lack of bilingual personnel in all areas to eliminate 3 person communication (victim, interpreter, and advocate)
- Lack of deaf interpreters
- “Buy in” leaders within a culture to provide input and partner with for efforts to serve victims in the specific population
- Limited Batterer Intervention Programs available for non-English speaking offenders
- Training for criminal justice agencies involved in rape investigations where drugs and alcohol were involved
- Increased specialized sexual assault services provided in rural areas to allow victim to stay in community and not have to travel to a different city/town for services
- Education and cultural training needed for all criminal justice agencies, victim services programs, and state assistance agencies
- Gain trust within the culture in order to provide services
- Difficult to get accurate details if a family member or child is used to interpret
- Counselors available to work immediately with victims who suffer from mental illness
- Limited mental health facilities in Nebraska
- Counselors and/or treatment facilities that is affordable to victims to receive treatment
- Difficult for law enforcement to get needed case details if victim is unable to provide detailed information due to a mental disability or illness
- Outreach and education to underserved populations to explain violence is not tolerated and what laws are in place that will be enforced
- Identify effective steps to outreach to underserved victims in various cultures
- Limited medical and financial assistance available for illegal immigrants who are victims of sexual assault
- Outreach and education to underserved cultures to explain reportable crimes such as intimate partner rape, incest, and statutory rape

### **Victim Safety / Services**

- Increased availability of second level care to victims (i.e., job skills training, educational needs, support groups, transitional living, financial assistance, child care, etc...)
- Programs provide services and support to the victim from the time of arrest/incident to the prosecution of the case (timeframe can vary from case to case)
- Assistance for victims who attend court and don't have support for their children
- Educate victims on how to complete a self-petition
- Limited volunteers in rural areas
- Struggles with availability of staff to be on-call
- Need earlier access to victims after the incident to provide for immediate needs
- Lack of sexual assault and domestic violence prevention programs to educate high risk teens
- Victims may have difficulties comprehending the process or making a decision in regards to getting a protection order
- Areas with high dual arrests or arrests of a petitioner for aiding and abetting violation of a protection order
- Ongoing advocacy for sexual assault victims
- Availability and accessibility to a trained SANE nurse in rural areas
- Difficult to provide immediate assistance to sexual assault victims
- Sufficient funding for Crime Victims Reparations (CVR) program
- Sexual assault cases difficult and time consuming to prosecute
- Need to recognize the criminal justice system is adversarial and must learn to work within such system

## Use of 2007-2009 VAWA Funds / Funding Priorities

The 2007-2009 VAWA State Implementation Plan states 2007-2009 VAWA funds can be used to address the following: 1) coordinated response efforts and coordinated state response; 2) addressing needs of unserved and underserved victim; 3) offender accountability; 4) public awareness and education; 5) training and technical assistance; and 6) victim services and safety. The Plan was based on input provided at meetings held across the state which included representatives from criminal justice and victim service agencies, as well as other interested individuals/agencies.

**PLEASE NOTE: The 2007-2009 VAWA State Implementation Plan states improved services to unserved and underserved victims through coordinated efforts locally and/or statewide is a funding priority.** Applications for 2008 VAWA funds should identify unserved and underserved victims in their community, what services are currently provided, what services are needed, and the number of victims to be served by any proposal submitted. For purposes of this application, the term “underserved populations” includes populations underserved because of geographic location (such as rural isolation), underserved racial and ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, immigration status, or age). Funding requests for identified needs must be made through the Coordinated Response Team/Effort (CRT) making application, if there is one.

Overall, 2008 VAWA funds will be used to build and enhance coordinated response efforts locally and statewide. Outlined below are some ways the VAWA funds could be used within the guidelines of the VAWA Program.

### **Cultural Specific Community Based Organization**

Cultural community based organizations must focus primarily on domestic violence, dating violence, sexual assault, or stalking; have an established, specialized culturally specific program that addresses domestic violence, dating violence, sexual assault, or stalking; have a primary focus on underserved populations (and includes representatives of these populations) on domestic violence, dating violence, sexual assault, or stalking; or obtains expertise, or shows demonstrated capacity to work effectively, on domestic violence, dating violence, sexual assault, or stalking through collaboration. The organization/program must be able to focus on any underserved population; provide services tailored to the unique needs of that population; and, have the expertise or demonstrated capacity to work effectively on domestic violence, dating violence, sexual assault, or stalking or acquire that expertise through collaboration with another entity.

Applicants requesting funds for such a program are required to be an active member of the CRT (if available in the area) and be a partner in the CRT application. If a domestic violence/sexual assault program is partnering with a cultural specific organization, they need to be an active member of the CRT and the application must clearly explain the partnership between the two programs. Items to consider are the number of victims that will be served, how services will be provided, has the underserved community been involved in the planning for the delivery of the services, is the program credible with the target population, provide and receive ongoing training on underserved populations, and able to demonstrate the need for services in the area. For purposes of this application, evidence of active participation will be documented by a signed MOU from the participating agency as well as the specific statistics that need to be provided.

### **Coordinated Response Teams/Efforts (CRTs)**

2008 VAWA funds may continue to be used to build and enhance CRTs. A CRT is a group of local representatives from law enforcement, prosecution, probation, and victim service agencies who work together in a coordinated manner to improve the criminal justice system’s overall response to women who are victims of domestic violence and sexual assault. **Active participation is required** by prosecution, law enforcement (from major populated communities within the geographic area and including police and sheriff’s departments), probation, and victim service agencies. Active participation from prosecution includes aggressive prosecution of domestic violence cases whenever

there is sufficient evidence. For purposes of this application, evidence of active participation will be documented by a signed Memorandum of Commitment (form included in application) from each participating agency as well as by the statistics provided.

Applicants requesting funding for a CRT that are **NEW to applying for VAWA funding** are **required** to have a written “**criminal justice domestic violence improvement plan**.” The plan should identify gaps, needs, and solutions in the local criminal justice system when addressing domestic violence cases. The plan should clearly state the role of each agency to ensure domestic violence victims are provided coordinated assistance at each stage of the criminal justice system. **One copy of the improvement plan must be submitted with the application.**

**Established** CRTs should have a “**criminal justice domestic violence improvement plan**” for domestic violence and this plan will need to be updated, at a minimum, every three years. In addition to the domestic violence plan those **CRT’s that have been funded by VAWA funds for 3 years and longer** need to develop a similar plan to address sexual assault. The sexual assault plan will need to be updated, at a minimum, every three years. If the applicant is requesting funds for cultural specific funds the underserved populations must be part of the CRT’s criminal justice improvement plans. Both of these plans need to be available at program activity monitors.

The coordination of CRTs has changed over the years. Originally, positions were funded to bring agencies together, organize meetings, gather statistics, work with agencies to develop and implement policies and procedures, define agency roles, develop a criminal justice response plan, track cases, and organize training. Most of these activities should now be completed, require considerably less time, and/or be the responsibility of individual agencies. Any community requesting continuation funds for a coordinator position or coordination activities must show how the request is vital to the CRT’s continued improvement and success. Funding requests or matching funds used for a coordinator’s position, **must** specifically state the percentage of time and the specific duties of the coordinator which **directly** relate to law enforcement and/or to prosecution and/or to the courts. Due to the limited amount of funds, the **maximum** amount of Federal funds that will be awarded for a Coordinator position is \$15,000.

**Only one application from a community will be accepted for 2008 funds for a Coordinated Response Team/Effort (CRT).**

***PLEASE NOTE:*** *If there is not an established CRT, law enforcement and prosecution agencies in sparsely populated communities may apply directly for an identified need that will directly improve the criminal justice response to domestic violence and sexual assault, and particularly unserved and underserved victims. The agency also must show how a victim services program in the area was collaborated with during the development of the application.*

### **Courts, which may include probation**

Applications from the courts/probation may include requests for funds to provide statewide or regional training about domestic violence and/or sexual assault. Funds could also be used for probation liaison positions, which work directly with a domestic violence victim whose offender is on probation. Five percent of the funds must be awarded to the courts. Coordination with victim service programs must be evident in the application.

### **Law Enforcement**

Law enforcement may apply for funds for an identified need which will assist in improving the criminal justice system’s response to victims of domestic violence and sexual assault. Requests for funds could include overtime for officers who go to schools to provide information about dating violence, domestic violence and sexual assault; or, for an officer’s salary who is devoted to the investigation of domestic violence and sexual assault. Positions 100 percent funded with VAWA funds must be 100 percent dedicated to domestic violence and/or sexual assault cases. Applications must provide evidence of coordination with the domestic violence program in your area.

A “Domestic Violence Unit” may be established within the law enforcement agency if it is a need identified by the Coordinated Response Team/Effort (CRT). The Unit may involve one or more trained officers to respond only to domestic violence calls. Another version of this scenario may involve one Sergeant or Lieutenant on each shift that receives specialized training in the handling of domestic violence cases and oversees the on-scene and follow up investigation of the cases. In smaller law enforcement agencies, it could be that one or two officers receive specialized training and oversee the on-scene and/or follow up domestic violence investigations.

**PLEASE NOTE:** If an existing officer is moved into the project and paid by VAWA funds, the agency must backfill the position with a new employee. The agency’s overall budget CANNOT decrease as a result of the federal funds. The funds may also be used for other staff positions, such as clerical, which are directly involved with the project.

### **Offender Accountability**

Funding to supplement the cost of operating batterers’ programs within Coordinated Response Teams / Efforts (CRT) may be considered **IF: 1)** the CRT has a written coordinated response plan which identifies gaps, needs, and solutions in their local criminal justice system and victim services area; **2)** the batterer’s program is an integral part of the coordinated response written plan; **3)** agencies have developed, implemented, and trained on changed or new policies; and, **4)** the CRT has been operational for at least one year. VAWA funded programs involved in Batterer’s Intervention Programs are required to meet Minimum Batterer Intervention Program Standards for Nebraska.

### **Prosecution**

Prosecutors may implement a Domestic Violence Unit or have specially trained deputies who prosecute only domestic violence cases on a full or part time basis. Positions 100 percent funded with VAWA funds must be 100 percent dedicated to domestic violence and/or sexual assault cases. VAWA funds may also be used to hire a Paralegal and clerical positions directly related to the project. If existing staff is moved into the project, the agency MUST backfill the position with a new employee. The agency’s overall budget CANNOT decrease as a result of the federal dollars. Applications must provide evidence of coordination with the domestic violence program in your area.

### **Public Awareness**

Funds may be used to increase the public’s awareness and understanding of domestic violence, dating violence, sexual assault, and stalking and all the issues surrounding these.

### **Training**

Funds may be used to offer training and technical assistance to improve the criminal justice system’s response to domestic violence and sexual assault. Training curriculum should focus on effectively identifying and responding to violent crimes against women, including sexual assault, domestic violence, dating violence, and stalking. Funds may be requested to enable criminal justice and victim services personnel to attend training about domestic violence and its issues within the state. Funds may also be requested to attend national training, for example the National District Attorney’s Association or a Duluth training about Coordinated Response Teams; however, only people in a position to make or influence agency policy and who have never attended such national training could be considered. Funds are very limited and there may not be sufficient funds for national travel. Agencies requesting travel are encouraged to provide match funds for such requests.

### **Unservd and Underserved Victims**

Funds may be used for programs to increase outreach to unserved and underserved victims of domestic violence and/or sexual assault. Services to these victims could be provided by replicating successful programs, developing materials that are culturally and linguistically appropriate, hiring of bilingual/bicultural staff, developing a pool of interpreters/translators for use statewide, funds set aside for interpreters/translators, or a new and innovative program could be proposed. Underserved populations include those victims that are unserved because of geographic location, race and/or

ethnicity, special needs (language barriers, disabilities, immigration status, or age), or determined to be underserved by the Nebraska Department of Health and Human Services or the Nebraska Attorney General's Office.

### **Victim Services**

As part of a Coordinated Response Team, VAWA funds may be used for an advocate position which provides immediate on-scene advocacy or advocacy at some other secure site. Such enhanced advocacy **must be provided within 24 hours** of an arrest or incident. Enhanced advocacy may also include follow up contacts with victims who reported the incident to law enforcement and have safety issues. Funding is NOT to be used to provide regular advocacy, which can be funded from VOCA dollars. Applications for enhanced advocacy need to show specifically how they will work with the criminal justice system and that the criminal justice system is making referrals to the enhanced advocate.

Special types of advocates which requires special technical assistance from the Office of Violence Against Women, additional training for those involved with the grant and additional reporting requirements are not available for programs to apply for. One specialized advocate is the Jessica Gonzales Victim Advocate. The second specialized advocate is the Crystal Judson Domestic Violence Protocol Program. If you wish to have further information on these positions, please contact the Grant Administrator and contact information with the Office of Violence Against Women will be provided for the required technical assistance.

### **Requests for Continuation VAWA Funds**

Federal grants to Nebraska and the rules which govern their distribution are received on an annual basis. Therefore, no project is guaranteed continuation funding.

Programs requesting continuation funds are expected to clearly state how continuation funds are vital to the ongoing success of the program. Each VAWA-funded community requesting continuation funds must collaboratively determine their needs, prioritize their needs, and request VAWA funds accordingly and within the guidelines of the VAWA funds and the needs identified statewide. Given the limited amount of funds available and given the application process is competitive across the state, there may not be sufficient funds for full funding of continuation projects.

### **Limitation of Fund Use**

- The Violence Against Women Act of 2000 (reauthorized in 2005) requires 25% of the funds available must be allocated to law enforcement; 25% must be allocated to prosecution; 30% must be allocated to victim services of which at least 10% must go to cultural specific community based organization; and 5% must be allocated to the courts. The remaining 15% is considered discretionary and may be allocated to any of the above areas. Those submitting proposals will need to show specifically how they are utilizing the funds requested towards efforts within the different categories.
- If sufficient requests are not received for **direct funding** to law enforcement, prosecution and the courts, those funds may be withheld and announced again.
- Indirect costs are not allowed by the Crime Commission.
- Unallowable activities with federal dollars include but not limited to the following: lobbying, fundraising, research projects, and building renovations.
- Federal funds **cannot** be used to match other federal funds. An **exception** is Indian tribes who may use funds appropriated by Congress for the activities of any agency of an Indian tribal government or for the activities of the Bureau of Indian Affairs performing law

enforcement functions on any Indian lands.

- Children's services supported with VAWA funds must be inextricably linked to providing services to victims of domestic violence. Funds may not be used to support services that focus exclusively on children or to develop sexual assault or domestic violence prevention curricula for schools.
- VAWA funds **cannot** be used for legal or defense services for perpetrators.

## Match Requirements

25% cash or in-kind match of the total cost of the project is required, **except** for the funds used by non-profit, non-governmental victim services programs to provide services to victims. **Grant funds used for efforts in law enforcement, prosecution, courts, probation, and discretionary categories are required to provide 25% cash or in-kind match for the total project cost for that specific piece of the project.** It is strongly encouraged for victim service programs to provide a percentage of match to show the support and sustainability of the program and assist the state in being able to continue to receive VAWA funds. **In-kind match** consists of donations to project activities other than cash and 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 the funded project. In-kind match must be directly related to the project goals and objectives and must be financially documented in the same manner as grant funds. Federal funds may not be used for match. **All funds designated as match are restricted to the same uses as the Violence Against Women Program Funds.**

NOTE: The amount of required match can easily be determined by dividing the requested amount by 3.

Example: \$45,000 federal VAWA funds needed/requested for the project.  
\$45,000 divided by 3 equals \$15,000, which is the required match amount.  
\$45,000 + \$15,000 = \$60,000 which is the total project cost.

Please note the hourly wage for volunteer hours cannot exceed \$9.00/hr.

## Training and Technical Assistance

The Crime Commission may be contacted about technical assistance and training needs related to coordinated response efforts.

The Crime Commission, the Nebraska Domestic Violence Sexual Assault Coalition (Coalition), and the VAWA Coordinated Team work together to assist Coordinated Response Teams/Efforts with training and technical assistance needs. This assistance includes helping communities identify needs, gaps, and solutions relating to the criminal justice system's response to domestic violence and sexual assault victims and assist communities in developing written community plans. The Coalition facilitates a quarterly Consortium meeting for Coordinated Response Teams/Efforts to provide opportunities for training and discussion of issues and ideas. If your community is not large enough to support a formal Coordinated Response Team/ Effort, you can also request technical assistance or information on training opportunities.

## Reporting Requirements

Subgrantees awarded 2008 VAWA funds are required to report on the effectiveness of funded activities. Reporting requirements are stated in the Special Conditions of awarded grants. Please note programs or agencies receiving VAWA funds via a contract must certify to following the Special Conditions of the grant.

## Accounting Requirements and Timing of Contributions

Awarded applicants shall implement and maintain an accounting system, which accurately reflects income received, expenditures, and documentation of expenditures. Records are to be available for monitors and audits. Matching funds need not be applied at the exact time or in the required proportion to the obligation of Federal VAWA funds. However, the full matching share must be obligated by the end of the project period.

## Commingling of Funds

A clear audit trail must be maintained for each source of funding. Receipts, expenditures, and disbursements must be separately accounted for from each funding source.

## Non-supplanting of Funds

The Violence Against Women Act clearly stipulates that Federal funds may not be used to supplant (replace) other existing funds. In other words, funds presently appropriated for the project may not be deliberately decreased due to additional federal funds made available through the Crime Commission. The budget narratives provided in the application should clearly explain requests to ensure supplanting will not be taking place within the agency.

## Confidentiality

Any agency who is a member of a Coordinated Response Team/Effort and is not covered under federal or state statute must have written confidentiality policies in place that prohibit the disclosure of a victim's name, address, telephone, number, or any other identifying information without the prior voluntary written consent of the victim.

## Grant Commencement and Duration

Crime Commission Operating Instruction #4 requires funded projects to be implemented and any required grant award revisions to be submitted to the Crime Commission within **30 days** from the start date listed on the Grant Award or other date specified by the Grant Administrator. If these requirements are not met, it shall constitute a failure to accept the grant award and the awarded funds shall be considered turnback funds. Generally, a grant will be approved for a period no longer than twelve months. Substantial justification must be provided for an extension of the grant beyond this time period.

## Memorandum of Commitment

For Coordinated Response Team/Effort (CRT) projects only, a Memorandum of Commitment is **required** from each agency actively participating in the CRT to show how agencies are actively participating in this project (law enforcement, prosecution, probation, victim witness, domestic violence/sexual assault program, cultural specific agency, etc.). A Memorandum form is enclosed in the application. Memorandums of Commitment are to be submitted as part of this application and will be considered in funding decisions.

## Letters of Commitment / Support

Letters of Commitment are required **ONLY** from programs that are **NOT** Coordinated Response Teams / Efforts (CRTs). CRTs are required to send the Memorandums of Commitment as stated previously. Letters of Commitment should be from agencies and/or individuals who will participate in your project and/or will coordinate efforts and will cooperate with your agency to improve the criminal justice response to victims of domestic violence. Letters of Commitment show how the supporting agency will commit resources or participate in the proposed project. Letters of Commitment will directly impact funding decisions.

Letters of Support may be provided from agencies or individuals impacted by the project, but who may or may not directly participate. However, Letters of Support alone will not directly impact decisions for funding. **Letters of Commitment and Support are to be submitted as part of this application.**

## Other Requirements

Recipients of funds are subject to the Civil Rights Act of 1964, 42 U.S.C. 200d (prohibition discrimination in federally funded programs on the basis of race, sex, color, or national origin) and Section 504 of Rehabilitation Act of 1973, 2 U.S.C. 794 (prohibiting discrimination in such programs on the basis of handicap), the Age Discrimination Act of 1975, 42 U.S.C. 6101, et. Seq., and the Department of Justice Nondiscrimination Regulations, 28 CFR, Part 42, Subparts C, D, and G.

A Debarment form, which certifies the agency or individuals in the agency are not barred from doing business with the federal government, must be signed and returned with the application. A Supplemental Funding form is required to show total program income from all sources as well as other funds available to this project. Additionally, Certified Assurances, the Drug Free Workplace, Lobbying, and EEOP forms must be signed and returned with the application.

## Late Applications

Applications received after the due date and time will be considered late. Late applications are ineligible for funding during the current funding cycle. **NO EXCEPTIONS!**

## Application Format

Order of Assembly - Submit the grant application as follows. Adhere to page limits listed for each section as follows:

SECTION NAME	PAGE LIMITS
<b>Grant Applicant Information</b>	- Pages as provided
<b>Budget Summary</b>	- 1 page as provided
<b>Detailed Budget Information</b>	- Pages as provided. Budget narratives should follow the corresponding Detailed Budget Page.
<b>Project Information and Community Description</b>	- 2 pages maximum
<b>Problem Statement</b> - The Problem Statement and Description of the Problem(s) - Statistical Documentation of the Problem	- 1 page maximum - 2 pages maximum
<b>Current Efforts</b>	- 1 page maximum
<b>Project Operation</b>	- 3 pages maximum
<b>Activity/Timeline</b>	- 3 pages maximum (form provided)
<b>Improvement of Criminal Justice System</b>	- Pages as provided
<b>Goals, Objectives, Performance Indicators</b>	- Pages as needed (form provided)
<b>Sustainability</b>	- 1 page maximum
<b>Continuation Information</b>	- 2 pages maximum
<b>Supplemental Funding For This Project</b>	-1 page (budget form provided)
<b>Memorandums of Commitment</b>	-as needed (example form provided)
<b>Letters of Commitment/Support</b>	-Commitment Letters - as needed -Support Letters - 5 maximum
<b>Required Forms</b> (Certified Assurances, EEOP, Lobbying, Debarment, Drug-Free Workplace)	- Pages as provided

***Please remember to do the following when preparing your application:***

- Applications are to be typewritten. **The original copy should be stapled and 2 hole punched at the top.** The remaining copies should be stapled in the upper left hand corner (no 2 hole punched required for copies).
- If the applicant re-creates the application on their computer, the application format, layout and order is to be exactly (word for word and design) as the Crime Commission's official application. Please note that changes in the Crime Commission application may change somewhat from year to year.
- Include all Memorandums of Commitment and Letters of Support with the submitted application. Those received separately will not be considered.
- Include Federal ID number on application. The applicant must be the agency that will receive and disburse the grant funds. The Federal Identification Number must be that of the applicant.
- Do not include cover letters.
- Do not put applications in folders.
- Adhere to page limits listed for each section of the grant application.
- Sources of data and/or statistics must be cited immediately following the information or under the graph/chart etc.
- Do not copy and submit the budget pages, which do not apply to your project.

- Budget figures are to be provided in round numbers, no cents. PLEASE, check to be sure all budget pages are calculated correctly.
- Additional information in the form of Appendices will not be accepted.
- Include ALL required forms with appropriate signatures. Signatures of the authorized individual are required on the: Budget Summary page, Certified Assurances, Drug Free Workplace form, Debarment form, Lobbying form, EEOP form. **NOTE:** The authorized official would include: county board chair, mayor, city administrator, chair or vice-chair of non-profit agency.
- The grant may be copied double sided.
- NUMBER pages in the lower right hand corner.
- **Follow all Directions of the Grant Application and Instruction Kit.**

### Funding Process and Tentative Timeline

A Crime Commission Staff Review Committee will read, critique, and make initial funding recommendations for all submitted VAWA grant applications.

PLEASE NOTE: Because it is unknown how many applications will be received or how much money will be requested, the Staff Review Committee sets criteria to allow funding recommendations for as many eligible programs as possible. This may result in reduced amounts awarded to applicants. This is not necessarily a reflection on the validity of the request, but a response to the lack of sufficient funds.

VAWA grant applications with the Staff Review Committee's critique and funding recommendations will be submitted to members of the VAWA Advisory and Crime Commission Grant Review Committees. They will meet to discuss each submitted grant application and make funding recommendations. You will be notified of their recommendations in writing. (Please see tentative schedule below)

Critiques and funding recommendations will then be forwarded to the Crime Commission for a final funding determination at the May 1, 2009 meeting. You will be notified of the Crime Commission's decision in writing. Below is the proposed grant award schedule.

<b>PROPOSED GRANT AWARD SCHEDULE</b>	
Staff Review Committee Meeting	February 23, 2009
VAWA Advisory / Crime Commission Grant Review Committees meet to consider recommendations for the Crime Commission	April 1, 2009
Letters mailed to applicants advising of Committees' recommendations	April 2, 2009
Crime Commission meets to make final funding decisions	May 1, 2009
Letters mailed to applicants advising of Crime Commission's final funding decision	May 4, 2009

**All applicants receiving funding for Project Directors and Fiscal Officers are required to attend Grant Management Training. The date of the training will be announced in the award letter.**

## Submission of Application

- **Submit the grant as follows:** 1 original and 36 complete sets of the grant application. Staple each set in the upper left-hand corner.
- **Submit to:** Nebraska Commission on Law Enforcement and Criminal Justice  
301 Centennial Mall South - 5<sup>th</sup> Floor  
P. O. Box 94946  
Lincoln, Nebraska 68509-4946  
  
The Crime Commission is located on the 5<sup>th</sup> floor of the Nebraska State Office Building at 14<sup>th</sup> and M Streets (301 Centennial Mall South).
- **Contact Person:** Christine Kutschkau, Victim Programs Federal Aid Administrator  
(402) 471-3416 or [Christine.Kutschkau@nebraska.gov](mailto:Christine.Kutschkau@nebraska.gov)

**Applications are due Monday, January 26, 2009 at 5:00 p.m. CST**

**Applications received by FAX will not be accepted.**

**Late applications will not be accepted.**

## Instructions for Application and Attachments

**Pg. 2-4 Applicant Information** – provide all requested information.

- ✓ The applicant must be the agency that will receive and disburse the grant funds. The Federal Identification Number must be that of the applicant.

**Pg. 5-17 Budget Summary and Budget Narratives**

- ✓ Budget Summary- 25% cash or in-kind match of the total cost of the project is required, except for the funds used by non-profit, nongovernmental victim services programs to provide services to victims. Grant funds used for efforts in law enforcement, prosecution, courts and probation are required to provide 25% cash or in-kind match for the total project cost for that specific piece of the project. Federal funds cannot be used for match (exception is made for Indian Tribes).

### CATEGORY A - PERSONNEL

Personnel refers to wages and fringe benefits for regular full-time or part-time salaried employees as well as in-kind contributions of volunteers. Other persons working on the project who are not on the regular payroll or not volunteers must be classified either as contractual or consultant. In-kind contributions, if allowable, must be listed as matching funds.

Salaries may not exceed those normally paid for comparable positions in the community and/or the unit of government.

1. **Direct Salaries.** Write in the title or position of each employee who will be involved in the project, including new positions to be filled and the number of volunteers, if applicable. If existing personnel will be involved in the project but no funds will be requested for their position and their salaries will not be used as match, do not list them on the budget page, but **do** include such information in the Budget and Project Narrative. Include in the budget narrative if the position is new or existing. If the position is existing, but is a new request it will need to be indicated how this position was being funded prior to the request. Across from each position listed, enter the annual salary of the position; percent of the time **to be devoted to the project** (2080 hrs. annually = 100% or full-time); amount of funds being requested for the position; the amount of matching funds; the source of matching funds, fringe benefits and, the total cost for the position.  
Each line you will enter the subtotal of the amount of funds being requested, matching funds and the total of all direct salaries. To establish the value of services provided by volunteers, if applicable, use the current minimum hourly wage (cannot exceed \$9.00) times the number of hours of service to be contributed.
2. **Fringe Benefits.** All fringe benefits are to be based on the **employer's share only**. The employee's share is to be withheld from his or her wages. Vacation and leave time would be included in normal working hours (FTE 2,080hours/year) and are not added benefits. Enter the total cost of benefits being requested and being provided as matching funds in the appropriate columns for each position. Each line you will need to enter the amount of fringe requested and match fringe for each position. A lump sum of fringe benefits requested and provided as match funds will not be accepted.
3. **Total Personnel Budget.** Enter the total amount of funds being requested, matching funds and total of all salaries and fringe benefits for the each position in the Total Cost section. You will need to enter the total cost for each column and line in the Total Personnel Budget. Also enter these totals on the "Budget Summary" pages.
4. **Personnel Budget Narrative.** A budget narrative **MUST** be attached if funds are requested and/or match is provided. The narrative **MUST** include the following for **each** position:
  - 1) Breakdown of how the cost for **each** position was determined (i.e. 500 hours x \$5 an hour = \$2,500) for **both the requested funds and matching funds**; (including funding source for matching funds)
  - 2) Fringe benefits requested for each position;
  - 3) Explanation if each position is existing; new request for a position to fund existing position or new position for the program;
  - 4) Explanation if each position is full or part-time;
  - 5) Explanation of **how** each position is relevant to the project
  - 6) Description of the duties of **each** position. Include primary responsibilities and specific duties. Identify any **new** duties if this position was previously funded.

*Also include positions for which funds are not being requested or are not used as matching funds but will be involved in*

the project. **Budget Narratives Are Required.**

## **CATEGORY B - CONSULTANTS AND CONTRACTS**

**NOTE:** If more than one consultant will be used for the project, please make copies of the budget sheet and complete one for each consultant.

1. **Purpose:** List the purpose for using a consultant or contractor, i.e. conduct study, facilitate support group, develop and/or present training, etc. *(Applicants may use this section to request funds for positions that are part of the Coordinated Response Team that are not paid direct salaries/ employees of the applicant.)*
2. **Type of Consultant:** Check the box for the type of consultant to be used for the stated purpose.
3. **Consultant Fees:** Consultants employed by commercial and not-for-profit organizations are subject to competitive bidding procedures and are subject to \$450 per day or \$56.25 per hour maximum compensation. In cases where an individual has authority to consult without employer involvement, the rate of compensation should not exceed \$450 per day or \$56.25 per hour. The rate for independent consultants must be reasonable and consistent with that paid for similar services in the market place.  
*(Lines d-f are added for applicants contracting with other agencies for personnel that are part of the Coordinated Response Team. Make copies of this budget sheet and complete for each agency contracted with. Additional lines may be added, as needed, for each position within the agency.) There must be a contract with each agency or person this subgrantee contracts with.*
4. **Travel Expenses For The Consultant:**
  - (a) **Mileage:** List the cost for mileage. Enter the total cost in the "total" column. Enter the amount requested and the amount, which will be provided as match. Mileage rate is 58.5 cents/mile.
  - (b) **Air Fare:** List the cost for air fare (coach or least expensive class). Enter the total cost in the "total" column. Enter the amount requested and the amount provided as match.
  - (c) **Meals:** List the cost for meals. Enter the total cost in the "total" column. Enter the amount requested and the amount provided as match. In-state meal allowance is \$39 (\$7.00/breakfast; \$11.00/lunch; \$18.00/dinner; \$3.00 incidentals).
  - (d) **Lodging:** List the cost for lodging. Enter the total cost in the "total" column. Enter the amount requested and enter the amount provided as match. In-state lodging allowance is \$60.00 per night (\$79.00 per night for Lincoln and Omaha).
  - (e) **Other Costs:** List other anticipated costs associated with the consultant. Enter the total cost in the "total" column. Enter the amount requested and the amount provided as match.
  - (f) For out of state meal and lodging rates go to [www.gsa.gov](http://www.gsa.gov) and click on per diem rates.
5. **Total Cost:** Calculate the total cost for funds requested, match provided and total cost. Enter totals on the "Budget Summary" page.
6. **Budget Narrative:** A budget narrative is required if funds are being requested and/or if match funds are being provided. The narrative MUST include a breakdown of how the cost for each consultant was determined for both the funds being requested and the matching funds. The narrative MUST include the following for **each** position:
  - 1) What services and/or what product the consultant will provide
  - 2) How the services, product or position relate to the project and the impact on the project
  - 3) Breakdown of how the cost for each position was determined (i.e. 500 hours x \$5 an hour=\$2,500) for VAWA funds and matching funds;
  - 4) Explanation if each position is existing or new;
  - 5) Explanation if each position is full or part-time;
  - 6) Description of the duties of **each** position funded by VAWA or match dollars. Include primary responsibilities and specific duties. Identify any **new** duties if this position was previously funded.

## **CATEGORY C - TRAVEL EXPENSES**

**NOTE:** If travel expenses are needed for more than one purpose or type of travel, please make a copy of the budget sheet and complete one for each purpose and/or type of travel.

1. List travel expenses by purpose, i.e., training, conference, daily travel for job, etc. For example, a project coordinator will attend training. Enter "training" on the line marked "Purpose". Complete all the applicable expenses associated with this purpose (any mileage that will be paid, air fare, meals, lodging, other.)
2. Mark the travel as local, in-state, or out-of-state.
3. List the title of the person who will travel.
4. Calculate the cost of the travel, completing the areas relevant to the travel for each purpose.
  - (a) Mileage: Calculate the number of miles of annual travel and multiply by 58.5 cents to determine the total mileage cost. Enter the total cost in the "total" column, the amount requested and the amount of the total cost provided as match.
  - (b) Air Fare: List the destination and enter the anticipated total cost of the airfare in the "total" column. Enter the amount requested and the amount provided as match. Airfare must be "coach" or least expensive class.
  - (c) Meals: List the number of days meals will be paid and multiply by the allowable per diem rate. In-state meal allowance is \$39 (\$7.00/ breakfast; \$11.00/lunch; \$18.00/dinner; \$3.00 incidentals. Enter the total cost in the "total" column. Enter the amount requested and the amount provided as match.
  - (d) Lodging: List the number of nights lodging is needed and multiply by the allowable per diem rate. In-state lodging allowance is \$60.00 per night (\$79.00 plus tax per night for Lincoln and Omaha). Enter the total cost in the "total" column. Enter the amount requested and the amount provided as match.
  - (e) Other: List other expenses, such as taxi, parking, registration, etc. Enter the total cost in the "total" column. Enter the amount requested and the amount provided as match.
  - (f) For out of state meal and lodging per diem go to [www.gsa.gov](http://www.gsa.gov) and click on per diem rates.
5. Calculate the total cost of the travel for each purpose.

Calculate the total for all travel expenses for the funds requested, match and total and enter these amounts on the "Budget Summary" page.

6. Budget Narrative: For each travel purpose complete a budget narrative to explain:
  - 1) Position which will travel;
  - 2) Purpose of the travel;
  - 3) How this travel relates and is necessary to the project.

## **CATEGORY D - SUPPLIES AND OPERATING EXPENSES**

1. **Supplies.** This section includes office supplies, forms, operating supplies, books, subscriptions, repair or maintenance supplies, equipment items costing under \$300 - material which is expendable or consumed during the course of the project.

List items by major type (i.e. postage, forms, office supplies, training materials, etc.) along with the quantity, unit cost, and total cost. Higher cost items should be listed separately and identified (e.g. special mailings, equipment items, etc.). Enter the total cost in the "total" column. Enter the amount, if any, of the cost being requested and enter the amount of the cost, which will be provided as match.

At the bottom of section 1, enter the cost for project supplies with a breakdown by the amount requested, match and total cost in the appropriate columns.

2. **Operating Expenses.** This section includes all operating expenses involving rental arrangements and purchase of non-consultant type services.

For each item listed enter the rate or unit cost. Enter the total cost in the "total" column. Enter the amount of the cost requested and enter the amount provided as match. Identify other items for which funds are requested in the "other" category.

At the bottom of section 2, enter the cost of project operating expenses. Provide a breakdown of the total cost by the amount requested, match and total costs in the appropriate columns.

3. **Total Supplies and Operating Expense Budget.** Enter the total costs for all supplies and operating expenses. Provide the breakdown of the costs by the amount requested, match and total costs in the appropriate columns. Also enter those totals on the "Budget Summary" page.

4. **Budget Narrative.** For all supplies and operating expenses requested, attach a budget narrative to:

- 1) Explain the cost breakdown of how requested and match funds were determined for supplies (i.e., envelopes, paper and other office supplies);
- 2) Describe **all** current operating expenses and explain why the requested expenses are needed;
- 3) Explain how the supplies and operating expenses relate to the project.

## **CATEGORY E - EQUIPMENT**

Check grant programs for allowability and bidding requirements. Items requiring bids will not be funded absent a showing that bids were taken as required by law, rule or regulation. Call the grant administrator if you have any questions.

Enter the total costs for the appropriate items. Provide the breakdown of the costs by the amount requested, match and total costs in the appropriate columns. (Equipment items costing under \$300.00 should be included in Supplies.)

Enter the total costs for Equipment. Also enter these totals on the "Budget Summary" page.

## **Budget Narrative**

Attach a budget narrative if funds are requested or match is provided.

- 1) Provide a breakdown of the cost basis for each piece of equipment.
- 2) Explain how each piece of equipment is relevant to the project.

## **CATEGORY F - OTHER COSTS\***

List each item and the total estimated cost with the breakdown by the amount requested, match and total costs in the appropriate columns.

Enter the total cost for "Other". Also enter these totals on the "Budget Summary" page.

Check grant program guidelines for allowability.

- \* Contact program administrator before using this section to make sure requested expenses will not "fit" in another category.

## **Budget Narrative**

A budget narrative is required if funds are requested or if match is provided.

- 1) Explain each item requested;
- 2) Provide a breakdown of how the cost for each item was determined;
- 3) Provide an explanation of how each item is relevant to the project.

## **Pg. 18-19 Community Description**

## **Pg. 20 Problem Statement**

## **Pg. 20 Current Efforts**

## **Pg. 21 Statistical Documentation of Problem of Domestic Violence**

## **Pg. 22 Project Operation**

Complete #1 or #2, as applicable. Applicants requesting funds for a Coordinated Response Team/Effort must complete question #1. Complete question #2 for all other projects.

### **1. For Coordinated Response Teams / Efforts (CRTs):**

**Clearly** explain, step by step, how your proposed project will work. For instance, explain what will occur once a domestic violence call is received by law enforcement and briefly explain what will occur at each step of the criminal justice proceedings, through adjudication, including

sentencing. Explain the assistance and/or services which will be provided to the victim and children and when. Explain what will occur if the offender is given probation and ordered to participate in a batterers program, including victim services during this time. Explain any follow-up efforts. Specifically explain HOW and when coordination will occur between law enforcement and other criminal justice entities and victim service providers. Provide a flow chart of this process to help reviewers understand how the CRT works in your community from the time the victim calls law enforcement and throughout the criminal justice system.

**2. For all other projects (Not CRT projects):**

Clearly explain, step by step, how your project will work and include who will be involved, what role they will play and at what point in the project.

**Pg. 23 Activity/Timeline**

Provide a timeline for major program activities on a quarterly basis during the proposed project. Be sure to identify, by position or agency, who will be responsible for each listed activity. Check to make sure the activities are reflective of the Project Operation. Complete the Activity/Timeline for all four quarters of the year.

**Example**

ACTIVITY	POSITION RESPONSIBLE	1 <sup>ST</sup> Quarter 1 <sup>st</sup> -3 <sup>rd</sup>	2 <sup>nd</sup> Quarter 4 <sup>th</sup> -6 <sup>th</sup>	3 <sup>rd</sup> Quarter 7 <sup>th</sup> -9 <sup>th</sup>	4 <sup>th</sup> Quarter 10 <sup>th</sup> -12 <sup>th</sup>
Advertise to hire new Domestic Violence Prosecutor	County Attorney	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contact or attempt to contact all victims in person within 24 hours of an arrest.	Victim Advocate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Pg. 24-27 Improvement of Criminal Justice System**

**Pg. 28-30 Goal, Objectives, Performance Indicators**

**MEASURABLE OBJECTIVES:**

Measurable objectives reflect how your project will assist in reaching the stated goal(s). They also address the problem(s) identified and documented in the Problem Statement as well as the identified needs.

**A measurable objective is** something you are going **to do**, utilizing the grant funds, **by a certain amount** (measurable) within a certain time period. Objectives **must** be measurable.

Measurable objectives always use the words to increase, to decrease, or to maintain. Do not use words such as to provide, to train, to establish in measurable objectives. These are activity statements. Once you have written an objective, ask yourself if it allows you to measure something.

A project will normally have **one to three** objectives for each goal. Remember, most projects have one broad based overall goal.

To help you in developing measurable objectives, review your project’s activities and ask yourself what statistical data will you gather to prove your project is working? You don’t need to be overly detailed in statistical data, but focus on three to five things to measure which will prove your project is making a difference and works. These will be your Performance Measures or Indicators for your project and will be used as part of your project’s report to the Crime Commission. Also, check your

objectives to make sure you have objectives specific to the funds requested, i.e., law enforcement officer, prosecutor, paralegal, enhanced advocate, coordinator, etc. The goal is to measure the response by law enforcement, prosecution, judicial, probation and victim services in a community and to show how the VAWA funds have impacted the response to domestic violence victims.

**EXAMPLE:** To increase the number of victims receiving enhanced victim advocacy (to do something) from 0 to 100 (by a certain amount) within a 12-month period (within a certain time frame).

The measurable objective above relates to a **new** program. The baseline number is zero because the program did not exist in the previous year.

If you were applying for funds to expand or enhance an **existing** program, the objective may read as follows.

**EXAMPLE:** To increase the number of victims receiving enhanced victim advocacy (to do something) from 100 to 120 or 20% (by a certain amount) within a 12-month period (within a certain time frame).

### **BASELINE STATISTICS:**

How do you know what you're starting number or measure will be for your measurable objectives? Baseline Statistics are the statistics for the most current year stated in the Problem Statement which documents the problem(s). This is a good test to see if the statistics in the Problem Statement are relevant in documenting the stated problem or problems. If you identify something, which needs to be measured in the Performance Indicators, check your statistics in the Problem Statement to determine if you need to add statistical data. Also ask yourself if these statistics are key in documenting the problem and will they help in showing the success of your program. There may be numerous statistics you can gather, but you need to determine which ones are the **most** important.

### **PERFORMANCE INDICATORS:**

Performance Indicators are the data, which will be collected during your project to measure each objective and will show if the program is successful. Performance Indicators are in direct relationship to the baseline data stated in the Problem Statement. Ask yourself what statistical data will show if your program is successful.

#### **EXAMPLE:**

Measurable Objective: Increase number of victims receiving enhanced victim advocacy (to do something) from 100 to 120 or 20% (by a certain amount) within a 12-month period (within a certain time frame).

Our baseline is: 100 victims provided enhanced victim advocacy as shown in the statistical documentation of the problem.

Our proposed project is: The criminal justice system and victim services agencies in Michigan County will work together to ensure perpetrators of domestic violence are consistently held accountable for their actions and that all victims are provided the help and resources needed to be safe.

Therefore, consider what statistical data will be gathered to show the success of the program?

**PLEASE NOTE: The form in the application is to be used to state your goal, objectives and performance indicators. There are 3 blank copies provided. Please use a copy for EACH objective and do NOT include the blank forms you do not use.**

Remember, most grant projects have ONE broad based, overall goal with one to three objectives. So if your project has three objectives, you will need to complete three forms, one for each objective.

**Pg. 31 Sustainability**

**Pg. 32 Continuation Information**

All applicants who have received grant funds from this funding source from the Crime Commission must complete this section. List each item and provide the requested information as you did in the Problem Statement. Please note, the current management of the grant will be taken into consideration during the review process.

**Pg. 33 Supplemental Funding for this Project**

Applicants must provide complete budget information for their agency. This information should include all funding sources, which support the goals, objectives, and activities of this VAWA project and also show total program income. The breakdown of amounts allocated to the CRT program and the amounts allocated to other services may be estimated. Be sure to show all dollars that support this project.

Examples: 1) The Michigan County Sheriff's Department received an award from the VAWA Grant to Encourage Arrest which funds a deputy to work only on domestic violence calls.

2) Michigan County pays for a prosecutor to work only on domestic violence cases.

In both examples, the awarded amounts need to be shown as income for this project because the funds directly relate to the project even though the applicant for this proposal is not the direct recipient of the funds.

**Pg. 34 Memorandum of Commitment** (example provided).

CRTs are required to submit a Memorandum of Commitment from all required key stakeholders. The Memorandum of Commitment is required to show how agencies are actively participating in this project. Memorandums of Commitment must be included with this application and will be considered in funding decisions. *Please provide one Memorandum of Commitment from each CRT agency (Policy Department, Sheriff, County Attorney, Probation, Domestic Violence Program, Victim Witness Program, medical facilities, etc.).*

▪ **Letters of Commitment/Support**

**Letters of Commitment**

Letters of Commitment are required **ONLY** from programs that are **NOT** Coordinated Response Teams / Efforts (CRTs). CRTs are required to send the Memorandum of Commitment as directed above. Letters of Commitment should be from agencies and/or individuals who will participate in your project and/or will coordinate efforts and will cooperate with your agency to improve the criminal justice response to victims of domestic violence. Letters of Commitment show how the supporting agency will commit resources or participate in the proposed project. Letters of Commitment will directly impact funding decisions.

**Letters of Support**

Letters of Support may be provided from agencies and/or individuals impacted by the project, but who do not directly participate in the project. Letters of Support alone will not directly impact decisions for funding. A maximum of five (5) Letters of Support may be included with this application.

*Letters of Commitment and Support must be submitted with this application. Letters received separately will not be considered.*

**Pg. 35-40 Required Forms**

Applicants are required to submit all required forms with the application.