



# **STOP Implementation Planning: A Monthly At-A-Glance Guide**

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**Produced by**

STOP Technical Assistance to Administrators Resource Project  
(STAAR Project)

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## Introduction

***STOP Implementation Planning: A Monthly At-A-Glance Guide*** offers an overview, action steps, and suggestions that can assist and help pace the STOP Grant Program Administrator’s office during the STOP Implementation Planning process.

Sharing this “at-a-glance” overview with office leadership, STOP planning team members and other key partners, stakeholders, and communities is encouraged. It can quickly provide them with an understanding of the STOP implementation planning process, what is expected, and an idea of the time and resources needed to comply with Federal requirements and accomplish STOP program goals.

Additional resources are listed at the end of this document. This document complements other [ALSO STAAR Project TA products](#). Using these tools together will help the State or Territory benefit most from all available and useful resources.

Things to keep in mind as you use this document:

- It is not possible to anticipate the time it will take the Office on Violence Against Women (OVW) to review and approve submissions and so each State and Territory should take that into account when using this Guide.
- This document focuses on a single cycle and acknowledges only briefly how Administrators often must balance overlapping past, current, and future STOP funding cycles for multiple years, as well as various funding streams (e.g., VOCA, SASP, FVPSA).
- Since every State and Territory is different, it is very important that each STOP Administrator looks to the jurisdiction’s law, rules, and practices to make any needed adjustments or accommodations.
- Progress reports and financial reports by STOP grantees are not included in the month-by-month breakdowns below. Reporting deadlines can be found in STOP grant award documentation.

The U.S. Department of Justice Office on Violence Against Women STOP Formula Grants Program is a source of federal funding addressing domestic violence, sexual assault, stalking, and dating violence for States, Territories, and the District of Columbia.

Applicants under this grant program must apply for the grant, develop a plan for allocating funds, decide on a process for fund allocation and throughout, and promote interdisciplinary collaboration within their jurisdictions.

This grant funding process challenges applicants to seek out unfunded and underfunded programs and agencies among the core funded entities of: law enforcement, prosecution, courts, victim services, Tribes, and a wide variety of entities serving culturally specific and underserved populations.

## Month 1: Focus on the VAWA STOP Planning Team and Evaluation

- Review membership of STOP grant planning team (IP Team) and settle on who is on the team and who else should be included. The use of the *Planning Entity Participation Log* which is part of [ALSO's STAAR Project TA STOP Planning Participation Workbook](#) is encouraged.
- Meet and work with domestic violence and sexual assault coalitions and get their ideas and input. Coalitions can also help broker a connection with survivors who are willing and available to provide input – a vital aspect to sound planning.
- Focus on meaningful inclusion of underserved and culturally specific populations; meet and work with key groups who can share direct knowledge about the unique needs of these populations and the barriers they face accessing services. Think expansively about outreach –one member from a particular culturally specific or underserved group may not be representative of the diversity within this group. Consider that although Coalition membership can include programs that serve underserved and culturally specific populations, it may not be representative of all the underserved and culturally specific groups in your State or Territory and thus outreach may require going beyond Coalition membership to get to these groups.
- Recruit and sustain participation of Tribes and other Native people on the planning team and/or in coordination and consultation in plan development. The use of the *Tribal Consultation Worksheet* which is part of [ALSO's STAAR Project TA STOP Planning Participation Workbook](#) is encouraged.
- Identify potential roadblocks regarding possible members and new members, and brainstorm strategies for overcoming them.
- Enlist the help of Technical Assistance (TA) providers to aid in outreach, if needed. ALSO can provide or help facilitate the assistance of other TA providers (see *Resources* section at end of this document).

Key to effective STOP administration is keeping the issue of "intersectionality" ever-present and at the forefront when the Team is completing the activities outlined for each month. In STOP work, intersectionality means that services and support for survivors of violence must factor in the many identities and experiences that survivors carry with them and how those identities might result in poor service delivery at best or outright discrimination at worst.

Meaningful consultation during STOP planning is indispensable to an examination of the causes and consequences of intersectionality, and to setting priorities and goals that prevent and address already-existing disparate impacts.

Administrators can use their position as leaders to effectuate system change that reflects the lived realities of survivors. They can lead in setting funding priorities and supporting the development of services and programs that meet the needs of all survivors, including those from culturally specific and underserved populations who are at the intersections and are most vulnerable to violence and abuse.

- Examine use of a Request for Proposals (RFP) from prior years; reevaluate its strengths and weaknesses.
- Evaluate funded projects; set up monitoring plan with subgrantees; consider whether monitoring indicates need for possible improvements or changes to the Implementation Plan (IP).
- Examine subgrantees' successes with specific approaches and consider programming replication.
- Evaluate whether law changes or other events should alter past IP priorities, data, or other sections of the IP (ongoing throughout first quarter).

## Month 2: Focus on Data, Funding Priorities, and “Building the Case”

- Finalize new members of IP Team.
- Identify key people on IP team to focus on data development and usage in IP.
- Begin work on data collection for IP by assessing what data is needed.
- Determine best strategies for data collection needed in IP.
- Identify un/underserved populations – determine how to collect data about these groups. (See *Resources* )
- Include data collection on domestic violence homicides (through work on Fatality Review Teams, Uniform Crime Report/UCR, etc.).
- Look at sexual assault crime and services data. Consider how to meaningfully satisfy the 20% sexual assault set aside in relation to STOP funding priorities and planning.
- Ensure demographic data collection is relevant to STOP planning process and targeted populations.
- Connect to others in the State/Territory who are doing other plans (e.g., Victims of Crime Act/VOCA, Family Violence Prevention & Services Act/FVPSA, Rape Prevention & Education/RPE, Rape Survivor Child Custody Act/RSCCA) to describe in IP data section and otherwise.
- Examine current monitoring activity, methods and approaches and evaluate its effectiveness.
- Think about how current State/Territory laws, policies, practices, trends have changed since last plan was submitted.

It is important to consider not only census data or other demographic information in the State/Territory but also think about groups that do not necessarily show up in this data. Consider what barriers survivors face that could make them underserved even if they are not a large percentage of the population and what this could mean in terms of services, advocacy and access to justice for these survivors. Also consider an intersectional lens regarding services for survivors whose needs do not necessarily fit neatly in the traditional service models (e.g., transwoman who is Hispanic and has a disability).

### Month 3: Focus on the Work Plan – Setting Out Strategies and Responsibilities

- Develop a work plan that outlines tasks, timeframe, and persons responsible for tasks associated with STOP Grant implementation.
- Determine if IP Team membership is complete or not. If not, work on strategies to visit programs that are not currently involved with STOP, host meetings in areas where you are seeking greater involvement, such as rural, culturally specific or other underserved communities. Invite un/underserved and culturally specific populations to participate in IP team meeting or other ways to provide input.
- Invite key persons who have current information on grant programs (VOCA, FVPSA, RPE, RSCCA) to present at meetings to identify overlap and promote coordination across grant programs.
- Develop strategy on how to effectively document how you are involving key groups in planning process, as required by the [November 2016 STOP regulations](#). To facilitate documentation, the use of the *Planning Entity Participation Log* and the *Tribal Consultation Worksheet* found in [ALSO's STAAR Project TA STOP Planning Participation Workbook](#) is encouraged.
- Decide on data collection needs and strategies to include brainstorming some conventional and nonconventional ways of finding data and recognizing that the absence of data might mean a certain population is invisible within your state or territory and therefore is unserved.
- Engage in monitoring of current funded projects. Determine how monitoring of current grantees can inform data collection and IP priorities for coming funding years. Determine if monitoring process will change for upcoming grant cycle.
- Set planning priorities based on data collection, state needs, outreach, etc.
- Invite TA providers to assist in this process if needed.

### Months 4 & 5: Focus on Team Meetings, Outreach, and IP Drafting

- Hold IP Team meetings.
- Incorporate information from meeting/presentation/ongoing research into drafting of IP (look at planning documents from other governmental agencies, statewide coalitions, Tribes, and other key stakeholders).
- Conduct outreach on the Implementation Plan (town hall meetings, surveys, listening sessions in community, e.g.). Federal requirements do not prescribe a methodology to identify underserved populations since every jurisdiction is different. The State/Territory gets to decide who the significant underserved populations within their jurisdiction are. However, jurisdictions will have to say in their STOP Implementation Plan how they identified these populations-what methodology they used (e.g., public hearing, community needs assessment, census data, focus groups, roundtable discussions, etc.) and how their needs will be met.

- Draft/Amend Implementation Plan.
- Evaluate State/Territory ability to comply with all Certifications.

### **Month 6 – Focus on Getting Plan Input and Review**

- Send IP to STOP planning team and key stakeholders as required.
- Receive and document comments, make amendments based on feedback. Documentation of comments from each member of the planning committee as to their participation is required and should be included within the IP.
- Resubmit plan to key groups for comment.

### **Months 7 & 8 – Focus on Synching the Plan with Solicitations and Priorities**

- Hold IP Team meeting (finalize IP, check in on work plan, troubleshoot current issues).
- Work on RFP that reflects the IP.
- Submit RFP to Planning Team for comment, finalize.
- Work on making sure the RFP is inclusive, addresses priorities, meets legal requirements, and that the review process (score sheets, reviewers, etc.) is solid.
- Develop outreach plan and conduct outreach about the STOP grant program – for new applicants and current grantees making sure that eligible applicants are aware of the funding opportunities, including applicants that serve different geographic areas and culturally specific and underserved populations.

### **Months 9 & 10 – Focus on Finalizing All Key Documents**

- Continue outreach efforts.
- Finalize IP with input from all groups and draft reviewers.
- Finalize documentation of consultation as required by OVW.
- Finalize how IP has identified un/underserved populations and how they will be served.
- Finalize how domestic violence homicide will be reduced.

### **Months 11 & 12 – Focus on Submission of Plan and Application to OVW and Acknowledge Contributions**

- Submit Application and IP to OVW.
- Thank the IP Team and all parties who participated for their effort, and let them know to expect updates.
- Send the final version of the IP to the Team and stakeholders.
- Revise RFP based on feedback received from OVW and any resulting IP modifications.

## Resources

This list of resources is not exhaustive, but rather provides a solid foundation for those who wish to know more. For additional resources, check out STAAR Project TA “[Tools and Resources](#)” page on ALSO’s [website](#).

### Government Guidance & Regulations:

- [Frequently Asked Questions \(FAQs\) About STOP Formula Grants](#) (October 2017)
- [2016 OVW STOP Regulations](#) – is the latest officially promulgated regulations governing the STOP Grant program that interpret, among other things, the latest VAWA reauthorization.

### STOP Administration & Implementation Planning:

- [OVW Implementation Plan Checklist](#) (February 2017) – is a quick and easy list of items developed by OVW that must be included in the STOP application.
- [Revised 2017 STOP Implementation Plan Template Packet for Administrators](#) - is a product of ALSO's STAAR Project TA that tracks the revised *OVW Checklist* (February 2017) and is intended to be a practical resource that facilitates the development of a comprehensive STOP Implementation Plan, helps with tracking communications with and input from entities that are involved in the STOP planning process (*Planning Entity Participation Log*), and assists with managing documentation related to outreach and meaningful consultation with Tribes (*Tribal Consultation Worksheet*).
- [STOP Implementation Plan Tool](#) (December 2017)– is a product of ALSO's STAAR Project that offers STOP Administrators detailed and comprehensive guidance on the process of developing and writing of a STOP Implementation Plan.
- [Handbook for STOP Administrators](#) – is an in-depth document that provides context and historical information and background for the STOP Grant program.

### Meaningful Inclusion:

- [2017 STOP Administrators meeting materials](#) include [ALSO's Worksheet](#) on intersectionality and presentation materials from the [Meaningful Inclusion session](#), among other related resources.
- [National Clearinghouse on Abuse in Later Life](#) (NCALL): a technical assistance provider on issues related to elder abuse and abuse in later life.
- [Vera Institute of Justice's Victimization and Safety Center](#): a technical assistance provider on issues related to people with disabilities and Deaf individuals, including how to plan for an accessible event.
- [Women of Color Network](#) (WOCN), in addition to providing technical assistance and training, WOCN has designed resources specifically for STOP Administrators: the [STOP TA Toolkit](#) and the [3-Tier System Toolkit](#).
- [Southwest Center for Law & Policy](#) (SWCLP): a legal training and technical assistance provider on issues related to tribal communities and Native people.
- [Resource Sharing Project](#) (RSP): a technical assistance and training provider on issues related to sexual assault programming and organizational capacity building and sustainability.