




COMMONWEALTH OF PENNSYLVANIA  
PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

Date: April 27, 2018

Subject: STOP Violence Against Women Model Response to Sex Trafficking 2019-2020

To: District Attorneys  
Sexual Assault programs  
Comprehensive Centers  
Law Enforcement Agencies  
County Commissioners  
Probation Agencies  
Area Agencies on Aging

From:   
Derin Myers  
Acting Executive Director

The Office of Victims' Services (OVS) of the Pennsylvania Commission on Crime and Delinquency (PCCD) is pleased to announce the availability of up to \$300,000 in federal STOP Violence Against Women Formula Grant funding.

Under this solicitation, funds are being made available to support one community/jurisdiction in Pennsylvania to create a model collaborative community response model to sex trafficking for youth (ages 11-17) and adults.

County governments and non-profit victim service agencies are eligible to apply for funding under the STOP Violence Against Women Model Response to Sex Trafficking Solicitation, provided they currently provide and/or are part of collaborative partnership(s) which provides emergency shelter and counseling to victims of sex trafficking.

Applications must be submitted in PCCD's Egrants system no later than ~~Monday, June 4, 2018~~ **Deadline extended until June 6, 2018.**

Your interest in developing a model multi-system, collaborative response to victims of sex trafficking is appreciated.

Cc: Victims' Services Advisory Committee  
Pennsylvania Coalition Against Domestic Violence  
Pennsylvania Coalition Against Rape  
Pennsylvania District Attorneys Association  
Pennsylvania Chiefs of Police Association



Office of Victims' Services

## **STOP Violence Against Women: Model Response to Sex Trafficking 2019-2020**

---

**Please Note:** Allow adequate time to submit your [Application](#). You will be unable to submit your [Application](#), if you do not first register in Egrants. Applications will only be accepted through PCCD's Egrants system.

**Recommended Egrants Agency Registration Date:**  
[5/21/2018](#)

**Recommended Egrants User Registration Date:**  
[5/28/2018](#)

**Mandatory SAM Registration Deadline:**  
<http://www.pccd.pa.gov/Funding/Pages/The-PCCD-Funding-and-Grants-Process-Federal-Applicants.aspx>  
[9/12/2018](#)

**Mandatory Egrants Application Deadline:**  
[June 6, 2018](#)

Applicants are encouraged to print a copy of this funding guideline, fully review it, and use it to assist them in the completion of their applications in Egrants. This guideline contains information that does not appear in the Egrants Funding Announcement.

PCCD Program Staff will field questions to clarify the funding announcement. Questions must be sent by email to [RA-OVSSTOPGRANTS@pa.gov](mailto:RA-OVSSTOPGRANTS@pa.gov) (Please put STOP Violence Against Women Model Response to Sex Trafficking in the subject line).

In order for all applicants to benefit from the Q\A process, answers will be available to all parties by visiting <http://www.pccd.pa.gov/Funding/Pages/Funding-Announcement-QA.aspx>

Questions concerning the Egrants System should be made directly to the Egrants Help desk at (717) 787-5887 or (800) 692-7292, at the prompt select option 9 then option 6.

**PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY**  
**Office of Victims' Services**

**Funding Guidelines: STOP Violence Against Women Formula Grant Model**  
**Response to Sex Trafficking 2019-2020**

**TABLE OF CONTENTS**

Funding Guidelines for: (2019-2020).....	3
Funding Announcement Title: STOP Violence Against Women: Model Response to Sex Trafficking 2019-2020 .....	3
Funding Available: \$300,000 .....	3
Submission Requirements for Applications .....	3
1. Overview .....	4
2. Funding Availability. ....	4
3. Non-supplantation.....	4
4. Project Dates.....	4
5. Eligible Applicants and Project Requirements .....	4
6. Program Goals, Objectives and Anticipated Impact.....	7
7. Eligible Program Activities and Expenses .....	10
8. Required Egrants Sections/Documents.....	11
9. Scoring .....	11
10. Ineligible Program Activities and Expenses .....	14
11. Annual Reporting .....	14
12. Keywords .....	15
13. Competitive Bidding/Sole Source Procurement.....	15
14. Other Administrative Requirements .....	15
15. PCCD Contact Information and Resources .....	17
16. Mailing Information .....	18

**PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY**  
**Office of Victims' Services**

**Funding Guidelines for: (2019-2020)**

**Funding Announcement Title: STOP Violence Against Women Model Response to Sex Trafficking 2019-2020**

**Funding Available: \$300,000**

**Submission Requirements for Applications:**

- **Scoring** - All applications will be competitively reviewed and scored. Applications will be scored on the basis of the applicant's adherence to the Funding Announcement Guidelines, and a timely submission in the PCCD Egrants system.
- **Due Date** - All applications must be submitted, electronically through PCCD's Egrants system no later than Wednesday, June 6, 2018 by 11:59 p.m., Eastern Time. **Please note:** The Egrants Help Desk is available to assist with questions until 4:00 p.m. Eastern Time. Contact the PCCD Egrants Help Desk at (717) 787-5887 or by email at: [RA-eGrantsSupport@pa.gov](mailto:RA-eGrantsSupport@pa.gov).
- **Egrants Submission** - Applications entered in Egrants by the deadline are not considered complete unless the required original Signature Page and any other required signed documents are also received at PCCD. Successful Applications will be presented for consideration at the September 12, 2018 Commission meeting.
- **Completeness** - Applications that do not meet ALL of the listed requirements in this funding announcement may be administratively rejected.
- **Corrections** - If an application is returned by PCCD for corrections, the final application (including all corrections and required documents) must be returned to and approved by PCCD in order for the application to be awarded.

**PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY**  
**Office of Victims' Services**

**1. Overview:**

The Pennsylvania Commission on Crime and Delinquency (PCCD) is now accepting competitive applications through Pennsylvania's STOP Violence Against Women Formula Grant Program for one community, *with experience in providing a multi-system response to victims of sex trafficking in the Commonwealth*, to create a collaborative community response model to sex trafficking for youth (ages 11-17) and adults. This solicitation will call for the development of a multi-tiered collaborative process that includes (1) a leadership team responsible for the project and protocol development and (2) a multidisciplinary Sex Trafficking Response Team (STRT) to set goals and objectives; engage in collaborative problem solving; and oversee policy development. The STRT will be required to meet monthly and develop written policies, procedures and protocols which outline best practices and responder's roles and responsibilities for sex trafficking incidents. At the end of the project, PCCD anticipates that the applicant will have developed a set of guidelines for a multidisciplinary, trauma-informed anti-sex trafficking program that can be shared with all PCCD funded projects responding to sex trafficking.

To assist the successful applicant, PCCD will form an OVS Sex Trafficking Advisory Board, composed of state and national experts and survivors of sex trafficking, who will provide guidance on the feasibility of proposed policies and protocols as they relate to the implementation of a Model Response to Sex Trafficking.

NOTE: Nothing in the federal STOP statute shall be construed to prohibit male victims of domestic violence, dating violence, sexual assault, and stalking from receiving services.

**2. Funding Availability:**

A total of \$300,000 in federal funds is being announced to support a two-year award beginning January 1, 2019.

An Award Letter will be mailed as soon as possible after the application is approved and will also be available in Egrants.

PCCD is not liable for costs incurred prior to the official start date of the award.

**3. Non-supplantation:** Funding must not be used to supplant/replace state, federal or local funds that would otherwise be available to provide for program-related services. PCCD funding is to be used in addition to other funds that are made available for services.

**4. Project Dates:**

Contingent upon availability of funds, the successful applicant for the Model Response to Sex Trafficking, approved at the September 12, 2018 Commission meeting, will have a start date of January 1, 2019 with an end date of December 31, 2020.

**5. Eligible Applicants and Project Requirements:**

- a. Applicants:

County governments and non-profit entities with *demonstrable experience and expertise in providing a multi-system response to sex trafficking victims* are eligible to apply to the Model Response to Sex Trafficking Solicitation.

To be considered eligible, the applicant entity must currently provide and/or be part of collaborative partnership(s) which provide the following services to victims of sex trafficking:

- Emergency Shelter
- Counseling

Applicants must be in good standing with PCCD in order to be eligible for these funds. However, Applicants are **not required** to have a prior history with PCCD to be eligible.

b. Project Requirements:

STOP Program funding is available to one community/jurisdiction in Pennsylvania. To be considered eligible for funding, there are certain requirements that applicants must agree to meet:

Federal Violence Against Women Act (VAWA) Reauthorization of 2013

The STOP Program is authorized under the federal Violence Against Women Act (VAWA). STOP Program Funds are administered by the United States Department of Justice Office on Violence Against Women (OVW). Under VAWA, all STOP funding recipients (subgrantees) must be able to demonstrate that they adhere to the following:

*Nondisclosure of Confidential or Private Information*

In accordance with Title 34, Crime Control and Law Enforcement §12291, grantees and subgrantees may not disclose personally identifying information about victims served with STOP Program funds without a written release unless the disclosure of the information is required by a statute or court order. This applies whether the information is being requested for an OVW grant program or another Federal agency, state, tribal, or territorial grant program. This provision also limits disclosures by OVW subgrantees to OVW grantees, including disclosures to statewide or regional databases.

“Personally identifying information” means individually identifying information for or about an individual including information likely to disclose the location of a victim of domestic violence, sexual assault, stalking or dating violence, including (but not limited to) a first and last name; a home or other physical address; contact information (including a postal, e-mail or Internet protocol address, or telephone or facsimile number); a social security number; and any other information, including the date of birth, racial or ethnic background, or religious affiliation that, in combination with other information, would serve to identify any individual. The specifics of what information is protected may depend on the individual situation. Grantees should be cognizant of their specific environment, including the size of their population, in making the determination of what information they might need to protect in order to prevent disclosures that could be used to locate individual victims.

Releases must be written, informed and reasonably time-limited. At a minimum, victims should understand why the information would be shared, who would have access to the information, and what information would be shared. What time period is reasonable will depend on the specific situation. Grantees are prohibited from requiring victims to sign a release of information as a condition of service.

In situations where the victim agrees to the release of information, the victim should sign releases unless the victim is a non-emancipated minor or a person with disabilities that is unable to sign. In the case of a minor, the minor and a parent or guardian should sign the release; in the case of a person with disabilities, a legally appointed guardian should sign it. The abuser of the minor or person with disabilities or the abuser of the other parent of the minor may not give consent.

If release of victim information is compelled by statutory or court mandate, the grantee or subgrantee must make reasonable attempts to notify affected victims and take steps necessary to protect the privacy and safety of such victims.

Grantees and subgrantees may share non-personally identifying data in the aggregate regarding services to their clients and non-personally identifying demographic information in order to comply with Federal or State reporting, evaluation, or data collection requirements.

Grantees and subgrantees may share court-generated information and law-enforcement generated information contained in secure, governmental registries for protection order enforcement purposes.

#### *Nondiscrimination/Civil Rights Responsibilities*

The Violence Against Women Reauthorization Act of 2013 added a new civil rights provision that prohibits grantees from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by STOP Program funds.

#### *Faith-Based Organizations*

Department of Justice regulation 28 C.F.R. Part 38, "Equal Treatment of Faith-Based Organizations" provides in part that Department of Justice grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction, or proselytization. Recipients of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the Department of Justice funded program, and participation in such activities by individuals receiving services from the grantee or subgrantee must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

In reference to Pennsylvania's competitive solicitation for STOP Program funding, faith-based organizations whose primary mission is not serving crime

victims may be eligible for funding. Such applicants must submit a signed Memorandum of Understanding with a partnering victim service agency and a letter of support, signed by the chair of their county's STOP Coordinating Team. If the county does not currently have a formalized STOP Coordinating Team in place, a signed Memorandum of Understanding with law enforcement, prosecution and victim services is required.

#### *Activities That Compromise Victim Safety*

The following activities have been found to jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions. As a result, grantees applying for STOP Program funding agree to refrain from the following:

1. Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;
2. Procedures or policies that compromise the confidentiality of information and privacy of persons receiving STOP-funded services;
3. Offering perpetrators the option of entering pre-trial diversion programs without first being criminally charged or placing batterers in anger management programs;
4. Requiring mediation or counseling for couples as a systemic response to domestic violence or sexual assault, or in situations in which child sexual abuse is alleged;
5. Requiring victims to report sexual assault, stalking, sex trafficking or domestic violence crimes to law enforcement or forcing victims to participate in criminal/juvenile justice proceedings;
6. Relying on court-mandated batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior; and
7. Supporting policies or engaging in practices that impose restrictive conditions to be met by the victim in order to receive services (e.g. attending counseling, seeking an order protection).

#### **6. Program Goals, Objectives and Anticipated Impact:**

The goal of the Model Response to Sex Trafficking Solicitation is the development of written policies, procedures and response protocols that can serve as a core standard in Pennsylvania and which can be replicated by other Pennsylvania communities seeking to develop a multidisciplinary response to sex trafficking. This model response will be based on a system that brings prosecutors, investigators, justice system partners, service agencies and victim advocates together to provide wraparound care to victims. Using a trauma informed, collaborative, and victim-centered model, these professionals will work together from the beginning of each case to ensure the best possible outcomes for victims.

#### Sex Trafficking Response Team

This initiative requires cross-system collaboration via a Sex Trafficking Response Team (STRT) to improve the trauma-informed response to sex trafficking victims. At a minimum, the collaborative initiative should include representatives from victim



services, criminal justice, social services, community based organizations, allied professionals and regulatory agencies.

The Team is expected to develop a mission statement, elect a chair, and take substantive minutes.

It is further required that the STRT hold monthly meetings with its collaborative Team Members\*, participate in quarterly conference calls with the *Office of Victim Services (OVS) Sex Trafficking Advisory Board* and submit quarterly progress reports in advance of the conference calls. The *OVS Sex Trafficking Advisory Board*, comprised of state and national experts, will provide leadership and direction on the implementation of victim-centered, trauma-informed responses to sex trafficking including medical, legal, economic, cultural and social considerations. The Advisory Board will continue to assess the progress of the Model Response to Sex Trafficking Project, address emerging issues with the STRT and provide technical assistance, as needed.

**\* PCCD will require a signed Memorandum of Understanding (MOU) from each Team Member affirming his/her support of the Project’s mission, goals and objectives - and agreement to participate in the monthly STRT meetings. The MOU must demonstrate a formal system of collaboration.**

Suggested team members are left to the project’s discretion. The following list of potential STRT Members may help with your decision-making process:

Multidisciplinary Team – Potential Members

Victim Service Providers	Anti-human trafficking organizations; local domestic violence, sexual assault and teen dating violence shelters/organizations, homeless shelters and programs, youth-based coalitions, legal service providers (civil, immigration, and criminal defense), immigrant community programs and providers for workers’ rights and programs, etc.
Law Enforcement	Local/state law enforcement agencies, Federal Bureau of Investigation, Immigration and Custom’s Enforcement (ICE), Homeland Security Investigations, U.S. Attorney’s Office, Department of State/Diplomatic Security Section, Law Enforcement Associations, Security Team from shopping areas and malls, etc.
Criminal Justice System-Based Victim Assistance	State/federal victim witness programs, probation or juvenile diversion programs, juvenile justice representatives, etc.
Social Service Agencies	Adult Protective Services, Child Protective Services, Child Advocacy Centers, Child Welfare, Department Health and Human Services, Social Security Administration, etc.

Allied Professionals	Medical professionals, law firms, survivor consultants, educators with specialized knowledge of sex trafficking, guidance counselors, substance abuse providers, etc.
Community-based Organizations	Sex workers' rights organizations, immigrant advocacy groups/legal service providers, culturally relevant organizations, faith communities, etc.
Regulatory Agencies	Department of Public Safety, local government licensing departments and regulating bodies for massage parlors, nail salons, etc.

*Training and Technical Assistance*

The successful applicant must, as part of its project, (1) develop a training outline which addresses the training needs of all STRT members specific to their roles and responsibilities within the team and (2) create an outline of categories for cross-training team members.

*Sex Trafficking Protocol Development*

The successful applicant must create a model Sex Trafficking Response Protocol to standardize a cross-system response to sex trafficking that can be replicated in communities across the Commonwealth. The protocol must be developed with input from the STRT and with guidance from the *OVS Sex Trafficking Advisory Board* over the two-year span of the project.

Examples of key protocol components include

- State and Federal Statutes governing sex trafficking offenses
- Responder roles and responsibilities
- Intake and Needs Assessment
- Confidentiality
  - Legal Exceptions
  - Waivers
  - Releases
- Case Management
- Civil Legal Representation/Advocacy
- Immigration Issues
- Language Access
- Housing and Medical Needs
- Lethality Assessment
- Safety Planning
- Interagency Referral Process and Directory
- Client Assessment Guides
- Interview guidelines
- Outreach Plan
- Data Tracking

Measurable Outcomes

The applicant must discuss how it plans to measure progress towards achieving the stated goals of the project. Criteria for success for each activity must be identified according to **measurable outcomes**. Additionally, the applicant must describe how the project will collect and maintain the data requested in the STOP Annual Report from the Muskie School of Social Work. A sample reporting form is available online

at

<http://muskie.usm.maine.edu/vawamei/attachments/forms/STOPSubgranteeFormGMS.pdf>.

**7. Eligible Program Activities and Expenses:**

a. Activities: STOP Program Funds may be used to support activities that fall under one or more of the following federal purpose areas:

1. Training law enforcement officers, judges and other court personnel, and prosecutors to more effectively identify and respond to sex trafficking;
2. Developing, training or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting sex trafficking;
3. Developing and implementing more effective police, court, and prosecution policies, protocols, orders and services specifically devoted to preventing, identifying, and responding to sex trafficking;
4. Developing, enlarging, or strengthening victim services programs and legal assistance programs in response to sex trafficking;
5. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of sex trafficking victims;
6. Providing assistance to victims of sex trafficking in immigration matters;
7. Developing, implementing, or enhancing Sex Trafficking Response Teams, or other similar coordinated community responses to sex trafficking;
8. Developing and strengthening policies, protocols, best practices, and training for law enforcement agencies and prosecutors relating to the investigation and prosecution of sex trafficking cases and the appropriate treatment of victims;
9. Developing, enlarging, or strengthening programs and projects to provide services and responses targeting female and male victims of sex trafficking whose ability to access traditional services and responses is affected by their sexual orientation or gender identity as defined in section 249c of title 18, United States Code.

b. Expenses

Allocation

The federal STOP Program has strict allocation percentages that states are required to meet at the aggregate level. In order for Pennsylvania to meet these mandates, applicants must designate at least 25% of their budget for law enforcement; 25% for prosecution; and 30% for victim services. The remaining 20% is discretionary and can be added to any of the initiatives. Applicants should note that all costs must be integral to the project being proposed.

To determine the allocation category for law enforcement, prosecution and victim services, applicants should consider which component of the STOP grant benefits from the activity. For example, if a victim service agency holds a training for law enforcement officers, then the dollar value of that training should go under the law enforcement category. \*For the 20% discretionary amount, District Attorney Offices, law enforcement departments, and victim

service organizations should engage in constructive conversations about how services are currently provided, whether there are gaps in the provision of services and any existing capacity issues. Discretionary funding should then be **prioritized** to effectively and efficiently ensure that victims receive the rights to which they are entitled under law. For example, applicants may elect to use the discretionary amount to support a community-based organization to provide culturally relevant services and cross-system referrals with the STRT.

**\*Important: New STOP regulations stipulate that if the above percentage of funds are not *directly* given to law enforcement, prosecution, and victim services, the Project must submit a memorandum of understanding signed by the chief executives of the agency benefitting from the activity and the agency conducting the activity; affirming that the agency benefitting from the activity supports the endeavor and agrees that it is to the agency's benefit.**

**For example, a Project elects to pass through law enforcement funds to victim services to coordinate trainings under the law enforcement allocation. A memorandum of understanding would need to be signed by the chief executives from the law enforcement agency and victim services organization affirming that the law enforcement agency supports the training and would receive benefit from it.**

**\*\*Please see the Budget Detail Section for additional information.**

#### **8. Required Egrants Sections/Documents:**

- a. Required Egrants Sections: All sections identified in Egrants are required. You will not be able to submit your grant application in Egrants until all sections are marked as complete.
- b. Required Documents:
  - List of current STRT members
  - Signed Memorandum of Understanding for all STRT Members
  - Signed Memorandum of Understanding between two agencies whereas one agency receives funds to conduct activities that benefit another agency (i.e. victim services providing training for law enforcement, etc.)
  - Signed support letters for projects proposing to use STOP funds for multidisciplinary training in their jurisdiction
  - Job descriptions for all STOP funded positions (both partial and fully funded)
  - Signed Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act as Amended.

#### **9. Scoring:**

The information PCCD is requesting must be submitted in the sections of the application specified below. Responses must be submitted within the response fields provided in Egrants. **Please Note: Each scoring section contains several text boxes, which have size limitations.** The size limitations are shown on the right once you click on the gavel. A box called "Question Validation Rules" will open and will indicate the approximate character limits. Size limitations in Egrants are based

on the following: 5,000 characters is approximately two pages of text. It is the applicant's responsibility to go back and check each section to ensure that all of their narrative is contained in Egrants prior to submitting the application.

Applicants should also note the time limitations within Egrants. If you are not active in Egrants for 19 minutes, Egrants will time out. Any information entered after Egrants has timed out will not save to the application. Applicants will have to go back and check each section to ensure that all their narrative is contained. The following application sections in Egrants have a point value associated with them and will be scored as described below:

- a. **Qualifications and Experience - Maximum (30) points**  
This section must identify the applicant entity, its collaborative partners, the project title and total amount of funding requested. The applicant should provide a detailed account of the applicant's qualifications and experience to pursue the proposed activities as follows:
  - Current response systems in place to respond to/prosecute sex trafficking;
  - Current Services in place for sex trafficking victims;
  - Current cross-system collaboration among law enforcement, prosecution and victim services to address sex trafficking in your area; and
  - Current community and state collaborative efforts to the response to sex trafficking in which you participate.
  - Specialized education, training or skills that qualify your organization and the organizations of your project partners to accomplish the goals outlined in your project
  
- b. **Project Description – Maximum (30) points**  
In this section of the application, applicants must identify/discuss:
  1. The goals of the project and the ways in which the participation of the each STRT member will help achieve the project goals
  2. Objectives and activities identified to achieve project goals
  3. The core services to be provided by prosecution, law enforcement, victim services, and community-based organizations
  4. The implementation planning process and the development of a project timeline
  5. Ways in which the project activities will be designed to provide services that are culturally appropriate. If your project involves a culturally specific community-based organization in the delivery of services, provide information on the level of coordination and collaboration between the culturally specific community-based organization and the STRT. This could include cross-training, referrals and inclusion of representation on the STOP Collaborative Team.
  6. How your project will incorporate a cross systems trauma-informed approach.
  
- c. **Budget Detail – Maximum (30) points**  
PCCD's Applicant's Manual mandates that all costs must be allowable, necessary for the performance of the project, reasonable, allocated to the project consistently, and claimed against only one grant award.

In this section, the applicant must provide a reasonable and accurate budget that is directly related to the proposed project. This includes projected line item costs and the computations used to arrive at those amounts. The applicant should also provide a justification in the budget detail section showing the relationship between the budgeted expenditure and the proposed operation of the project. A justification must be provided for each agency and/or component of the proposed STOP project. **Restatement of computations is not permissible.**

As previously explained in the allocation section, the STOP Program mandates that states allocate funding using a strict formula, based on percentages. To ensure Pennsylvania meets this requirement, PCCD requires each project funded under this competitive solicitation to dedicate 25% of the total amount of STOP funding requested for law enforcement; 25% for prosecution; 25% for victim services; and 20% discretionary, which may be added to any of the other initiatives.

Applicants should submit a two-year budget not to exceed \$300,000. Each component of funding (i.e. law enforcement, prosecution and victim services) will require a separate budget within the Master Budget of the applicant agency. Each agency or department that will receive funding should be added as a recipient agency in the Main Summary section of Egrants. Departments within the applicant agency (such as county district attorney offices, county victim/witness offices, etc.) should designate their budgets as agency budgets in the Budget Detail section of Egrants under Budget setup. Agencies that are not part of the applicant agency should designate their budgets as pass-through budgets in the Budget Detail section of Egrants under Budget Setup.

#### Budget Detail Example

The following is an example of how to set up a typical STOP application budget:

XYZ County is applying for STOP funds. The District Attorney's Office will be responsible for the prosecution piece of the project. The ABC Victim Service Agency will be responsible for the victim service piece of the project. Three police departments (D, E, and F Township Police Departments) will be responsible for the law enforcement piece of the project.

In the Main Summary section, XYZ County would be listed as the applicant agency and the following agencies would be listed as recipient agencies: XYZ County District Attorney's Office, ABC Victim Service Agency, D Township Police Department, E Township Police Department, and F Township Police Department. In the Budget Detail section, XYZ County District Attorney's Office would be designated as Agency Budgets and all other recipient agencies would be designated as pass-through budgets.

d. Evaluation – Maximum (10) points

In this section, the applicant must discuss how it plans to measure progress towards achieving the stated goals of the project. Criteria for success for each activity must be identified according to **measurable outcomes**.

Additionally, the applicant must describe how the project will collect and maintain the data requested in the STOP Annual Report from the Muskie School of Social Work. A sample reporting form is available online at <http://muskie.usm.maine.edu/vawamei/attachments/forms/STOPSubgranteeFormGMS.pdf>.

- e. Required Attachments – While there are no points attached to this section, applicants must be sure to attach the following:
- Listing of current STRT Members;
  - Signed Memorandum of Understanding for all STRT members;
  - Signed Memorandum of Understanding between two agencies whereas one agency receives funds to conduct activities that benefits another agency (i.e.; victim services providing training for law enforcement, etc.) Signed support letters for projects proposing to use STOP funds for multidisciplinary training in their jurisdiction (if applicable); and
  - Job descriptions for all STOP funded positions
  - Signed Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act as Amended.

#### **10. Ineligible Program Activities and Expenses:**

STOP Program funds cannot be used to engage in/support the following:

- Services that focus exclusively on children;
- Developing prevention curricula for schools;
- Moving expenses, furniture costs or housing expenses for victims of domestic violence. These *may* be eligible expenses under the Victims' Compensation Assistance Program (VCAP) or VOCA;
- The purchase of standard issue law enforcement items such as uniforms, safety vests, shields, weapons, bullets and armory;
- The purchase of voice stress analyzers, polygraph equipment and any other type of mechanical or electrical lie detection equipment or psychological stress evaluation equipment or programs;
- Food and beverages associated with trainings;
- Lobbying;
- Fundraising;
- Research projects;
- Construction/building renovation;
- Prevention Programs;
- General public awareness campaigns (Grant funds may be used to support, inform, and provide outreach to victims about available services);
- Non-emergency legal services including legal representation for divorce proceedings or legal separations which are available under VOCA. Support for legal services to secure child support and/or custody is allowable only to the extent that these matters are directly related to the woman's safety;
- Batterer Treatment Programs;
- Supervised Visitation Programs;
- Local Protection Order Registries; and
- Vehicle Purchase.

#### **11. Annual Reporting**

Under this Funding Announcement, successful applicants are **required** to submit an Annual Progress Report via the Egrants system. A copy of the Annual Progress Report" is available at:

<http://muskie.usm.maine.edu/vawamei/attachments/forms/STOPSubgranteeFormGMS.pdf>

The funding recipient must agree to collect data and ensure that valid and auditable source documentation is available to support all data collected and reported for each activity/category specified in the Annual Progress Report. A few of the performance measures are listed in the following chart but applicants are **strongly encouraged** to review the **entire reporting form** before applying in order to meet the annual reporting requirements.

Objective	Performance Measures	Data Grantee Provides
OVW: Enhance services for victims and hold offenders accountable	1) The number of staff (FTE) funded; 2) The number of victims receiving requested services; 3) The number of people trained; 4) The number of team meetings held; 5) The number of products developed/disseminated and/or translated; 6) The number of cases investigated; 7)The number of cases prosecuted.	This information will be provided to OVW through annual progress report forms due annually on January 20 <sup>th</sup> .  <b>Please see <a href="http://muskie.usm.maine.edu/vawamei/attachments/forms/STOPSubgranteeFormGMS.pdf">http://muskie.usm.maine.edu/vawamei/attachments/forms/STOPSubgranteeFormGMS.pdf</a> for a sample form.</b>

**12. Keywords:**

You are required to select “Keywords” from the dropdown menu in Egrants that refer to your project activities. It is located on the Main Summary screen, when entering your Application.

**13. Competitive Bidding/Sole Source Procurement:**

All procurement transactions shall be conducted in a manner that provides open and free competition. Grant recipients must follow the Procurement Standards section beginning on page 16 of PCCD’s **Applicant’s Manual**.

Sole Source purchases or contracts are strongly discouraged and must demonstrate an economic benefit or lack of alternate resources to justify a sole source application. If a request is made, the prospective applicant must identify the request as a Sole Source and provide a **substantial justification** for the Sole Source request **within** their funding request. (**See PCCD’s Applicant’s Manual, page 18,** for Procurement by Noncompetitive Proposal Approval Procedure.)

**14. Other Administrative Requirements**

- a. Egrants Registration: Egrants Agency and User Registration: The applicant agency and at least two users from the applicant agency must be registered in Egrants in order to submit a grant application. **Be sure to allow enough**



**lead time so your agency** has enough time to work on your application in Egrants prior to the submission deadline. **Go to the [Registering in Egrants page](#)** on PCCD's website for further information. Reporting Requirements: Programmatic Reports are due annually and must be submitted through the Egrants system. Fiscal Reports are due quarterly for all projects and must be submitted through Egrants.

- b. All successful applicants are subject to on-site program monitoring.
- c. Programmatic Data Backup: All STOP projects are subject to random review of data backup. The projects will have their programmatic reports selected at random for data backup, the Grant, reporting period and category of services to be reviewed. STOP programs will be advised that they have been selected and will be required to provide PCCD with the necessary data backup information.
- d. Fiscal Accountability: See the [Fiscal Accountability page](#) on PCCD's website for further information.
- e. Time and Effort Reporting: See the [Time and Effort Reports page](#) on PCCD's website for further information.
- f. Grant Payments:
  - i. Payments will not be released until all applicable special conditions on the grant award have been satisfied. All grantees are required, at a minimum, to submit quarterly fiscal reports. PCCD will reimburse actual expenditures reported on the fiscal reports. An agency experiencing cash flow problems may submit monthly reports for reimbursement. Incomplete or delinquent reports will result in payment delays.
  - ii. ACH Payments: PCCD will make payments to grant recipients through ACH. When your Application is submitted to PCCD, your agency must submit or must have already submitted its ACH information using the [Pennsylvania Electronic Payment Program \(PEPP\) Enrollment Form](#) to the Commonwealth's Payable Service Center, Vendor Data Management Unit at (717) 214-0140 (fax).
- g. Federal Application Requirements (DUNS Number and SAM Registration): See the [Federal Application Requirements page](#) on PCCD's website for further information.
- h. UCR Reporting: Criminal justice entities must submit Uniform Crime Report (UCR) data to the Pennsylvania State Police. Failure to submit the data will result in disqualification for funding.
- i. Information Technology Conditions: PCCD is required to include mandated sub-grant conditions for Information Technology (IT) Grants. These conditions are required in order to ensure that technology projects funded by PCCD are compatible with state and federal IT standards and requirements. Additional information regarding the federal and state IT conditions can be found on PCCD's website at <http://www.pccd.pa.gov/Funding/Pages/Technology-Conditions.aspx>.

## 15. PCCD Contact Information and Resources:

### a. Staff Contacts

PCCD staff will answer questions to clarify the Funding Announcement. Questions must be sent by email to [RA-OVSSTOPGRANTS@pa.gov](mailto:RA-OVSSTOPGRANTS@pa.gov). Please put STOP Violence Against Women Model Response to Sex Trafficking in the subject line.

For all applicants to benefit from the Q&A process, answers will be available to all parties by visiting <http://www.pccd.pa.gov/Funding/Pages/Funding-Announcement-QA.aspx> and selecting 2019-2020 STOP Funding.

Answers to questions will generally be posted within 24 hours Monday through Friday.

### b. Egrants Funding Announcement: The Funding Announcement can be found by logging into the Egrants system and searching under the "Funding Announcement" tab for **STOP Violence Against Women Model Response to Sex Trafficking 2019-2020**.

### c. PCCD Guidelines and Documents: All applicants should be familiar with PCCD's Applicants Applicant's Manual, Standard Subgrant Conditions and other documents common to PCCD's grant application process. Those documents can be found on the Grant Information page of PCCD's website.

### d. Egrants Technical Questions: Questions concerning the Egrants system should be made directly to the Egrants Help Desk by phoning (717) 787-5887. Please note: While Egrants will accept your Application up until midnight of the due date, Help Desk staff will not be available after 4:00 p.m.

### e. PCCD Webmaster: Please address any technical problems you may have with the website or online forms to the PCCD Web Master.

### f. Reporting Potential Fraud, Waste and Abuse: If you know about waste, fraud, abuse, conflict of interest, bribery, gratuity, or other similar misconduct, or whistleblower reprisal relating to a Pennsylvania Commission on Crime and Delinquency (PCCD) employee, program, contract, or grant you may report it to the PCCD Fraud Hotline.

More information about reporting fraud, waste and abuse is available on our website at <http://www.pccd.pa.gov/Funding/Pages/Reporting-Fraud,-Waste-and-Abuse.aspx>.

### g. STOP Application WebEx Training: PCCD will host a WebEx training by May 16, 2018 to assist prospective applicants with the Model Response to Sex Trafficking application and reporting requirements. The training will walk applicants through the Egrants application process and provide guidance on how to complete the required sections. Every agency that will be submitting an application is **strongly** encouraged to participate! Information on how to register for the WebEx Training will be posted to PCCD's website as soon as a date and time are identified. The WebEx will also be recorded and made available on PCCD's website.

**16. Mailing Information:**

The Application must be entered into Egrants **no later than Wednesday, June 6, 2018 by 11:59 p.m., Eastern Time.**

The original Signature Page and any additional required information that could not be submitted electronically must be **received or postmarked by Wednesday, June 6, 2018** and either mailed or sent via express delivery services to:

Via U.S. Mail: PA Commission on Crime and Delinquency  
Attention: Grants Management  
P.O. Box 1167  
Harrisburg, PA 17108-1167

Via Express Delivery Services: 3101 North Front Street  
Harrisburg, PA 17110 \*\*

**\* Please note: PCCD considers the United States Postal Service date stamp as the official postmark. Applicant postage meters, or stamps administered by the applicant will not be considered the official postmark.**

\*\* Since staff is not available at this location on Saturday and Sunday, Applications should not be sent by Express Mail or courier service on Friday. Use U.S. Mail when mailing over a weekend, as long as the document is postmarked Wednesday, June 6, 2018.

The Pennsylvania Commission on Crime and Delinquency is an equal opportunity employer.