





**STOP Intensive Technical Assistance Project (SITAP)
Request for Applications**

Release Date

September 10, 2019

Due Date

October 8, 2019 at 5:00 p.m. Central Time



STAAR 

STOP Technical Assistance to Administrators Resource Project



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STOP Intensive Technical Assistance Project Request for Applications

Summary

The STOP Technical Assistance to Administrators Resource (STAAR) Project of the Alliance of Local Service Organizations (ALSO), in collaboration with the U.S. Department of Justice Office on Violence Against Women (OVW), invites applications from STOP Administrators to participate in the STOP Intensive Technical Assistance Project (SITAP). The overall goal of SITAP is to provide in-depth, tailored assistance to STOP Administrators and their partners on STOP Formula Grant Program-related issues, challenges, or topics to ensure that STOP planning and/or implementation processes, activities, and outputs are as effective as possible in their ability to respond to needs of survivors of domestic violence, dating violence, sexual assault, and/or stalking, and to hold offenders accountable.

SITAP is funded by OVW through a cooperative agreement, and is a collaborative project of OVW and ALSO, in partnership with a number of national organizations and individual consultants. Partners comprise the Lead Team and the Panel of Advisors. Membership of the Lead Team and the Panel of Advisors are detailed below.

Lead Team

STOP Technical Assistance to Administrators Resource Project, ALSO (STAAR Project)

Center for Survivor Agency and Justice (CSAJ)

Center for Court Innovation (CCI)

Latinos United for Peace and Equity, Caminar Latino (LUPE)

Quenette Walton, PhD, Consultant

Resource Sharing Project, Iowa Coalition Against Sexual Assault (RSP)

Panel of Advisors

AEquitas: Champions for Justice

Christine Escalara, Survivor and Safe Streets Outreach Worker, ALSO

National Coalition on Abuse in Later Life, End Abuse Wisconsin (NCALL)

Sexual Violence Justice Institute, Minnesota Coalition Against Sexual Assault (SVJI)

National Council of Juvenile and Family Court Judges (NCJFCJ)

National Network to End Domestic Violence (NNEDV)

Sergeant David Thomas

Robin Hassler Thompson, JD, MA

Vera Institute of Justice: Center on Victimization and Safety

Women of Color Network, Inc.

Overview

The STOP Intensive Technical Assistance Project (SITAP) is a component of the STOP Formula Grants comprehensive technical assistance provided by the STOP Technical Assistance to Administrators Resource (STAAR) Project of the Alliance of Local Service Organizations. SITAP is an opportunity for two states and/or territories to partner with the STAAR Project and its partners in an Assessment and technical assistance process focused on specific issues, challenges, or areas that the STOP Administrator seeks to enhance, improve, or grow. Based on applications received, the STAAR Project and partners, in conjunction with OVW, will select two states and/or territories with which the STAAR Project will partner throughout an approximately 12-15-month period on a three-phase process. **One of the two selected states or territories must focus a significant portion of the request for technical assistance on assessing and improving systems, approaches, and/or practices that address responses to sexual assault.**

SITAP is intended to assist STOP administrators, state and territory stakeholders, and subgrantee organizations and agencies by strengthening future STOP Implementation Plans and implementation work. SITAP was developed for the purpose of assessing STOP systems, strategies, approaches, and practices, and provide intensive technical assistance on identified priority areas.

The project will support two selected states or territories with jurisdiction-specific assessment, consultation, and technical assistance to enhance STOP systems and processes by addressing gaps identified by the selected jurisdiction, and the team of technical assistance providers.

Participation in SITAP will engage two STOP administrators and their partner(s) in:

- Assessing STOP systems and strategies, and analyzing results;
- Applying the results to the STOP planning and/or implementation focus areas identified in their applications; for example:
 - Developing and revising funding strategies;
 - Setting state/territory priorities that reflect available data (quantitative and qualitative, including anecdotal and experiential);
 - Developing and supporting both current and new subgrantee programs;
 - Utilizing the entire STOP award;
 - Managing and monitoring subgrantee programs;
 - Measuring performance; and
 - Applying lessons learned.
- Technical assistance activities with OVW technical assistance providers who are members of the SITAP Lead Team and Panel of Advisors.

Technical assistance will be delivered through methods that will most effectively address the targeted areas, and that maximize participation of the selected states/territories. Delivery methods may include but are not limited to on-site consultations, teleconferences and videoconferences, and tools and resources.

The SITAP team will work in collaboration with the selected jurisdictions throughout the project using technical assistance approaches that are grounded in the following **values**:

- Survivor safety, autonomy, agency, and restoration;
- Cultural and intersectional responsiveness;
- Reciprocal teaching, learning, and partnership;

- Receptiveness and flexibility; and
- Candor and mutual respect.

Why Should a State or Territory Apply to Participate?

SITAP represents an opportunity to work closely with the STAAR Project and a group of national organizations/OVW technical assistance providers, and experts in their field to:

- Reflect and self-assess your state or territory's current priorities, goals, and practices;
- Receive intensive team support on your STOP planning and implementation processes;
- Develop expertise in your state or territory's "data landscape" that you can use to strengthen the impact of grants and leverage for policy change;
- Be conversant in which systems are on the leading edge and those you can mentor within the STOP program;
- Create a roadmap to help create and execute a STOP Implementation Plan;
- Gain knowledge and skills, receive tools and develop processes to support your grantmaking priorities, in future planning and grantmaking cycles, and for future staff;
- Become a model of innovation and develop best practices that will be shared across the STOP program; and
- Help ensure your state or territory's priorities, goals, and practices are in compliance with STOP grant terms and conditions, are necessary and reasonable, are consistent with the goals and objectives of the grant, and are consistent with the GFMD Financial Guide and the OMB Circulars.

What will States/Territories be Asked to do?

The project will take place in three phases in which the States/Territories will be engaged.

Phase One: Mapping the Landscape

During Phase One, the Lead Team will work with the selected states/territories to "map the landscape" -- in other words, to assess the areas identified in and

related to the application by the selected jurisdictions. Specifically, the selected states/territories will engage in examination of state/territory context, grantmaking, practices, and needs; identify and strengthen knowledge about systems priorities; create tools and action plans to strengthen future STOP Implementation Plans and grant monitoring practices; and set growth goals. Assessment tools will include an Assessment framework developed for SITAP that will be tailored to the selected states. The Assessment process will include remote activities including phone/video-conference, email, document sharing, and one site visit to the state or territory.

Phase Two: Analysis, Recommendations, and Action Planning

Phase Two will begin once the Assessment is complete. During this portion of the project, the STAAR Project will engage in results analysis with the Lead Team and Panel of Advisors, along with the two states/territories, and will provide recommendations for technical assistance. The recommendations will encompass both the subject matter to be addressed, and will present a draft plan for providing technical assistance.

Phase Three: Training and Technical Assistance to Support Action Items

During Phase Three, technical assistance will be provided. This phase will incorporate and bring forward the expertise of technical assistance providers who are members of the Lead Team and/or Panel of Advisors. The technical assistance providers who will work with the two states and/or territories during this phase will depend on the issues to be addressed and the expertise of the organizations and individuals.

Project Timeline

The general timeline for the project is shown in the following chart:

Timeframe	Project Component	Description
Late Summer 2019	Application Release	The STAAR Project and its partners will develop and release the application, disseminating it to STOP administrators, coalitions, and the most recently available contact information for STOP subgrantees.
Fall 2019	Application Review	Applications will be reviewed by members of the SITAP technical assistance team. Follow-up questions may be sent to applicants. Phone calls will be held with top finalists.
Fall 2019	Notifications to Selected States/Territories	The STAAR Project will notify the two selected states or territories of their participation in SITAP.
Late Fall 2019 - Winter 2020	Assessment	The selected states or territories will engage in Assessment activities with the STAAR Project and lead partners including information-gathering activities conducted via teleconference or video conference, and email. One two-day site visit will be conducted during the Assessment period. All Assessment costs will be covered by the STAAR Project under its cooperative agreement as an OVW TA Provider.
Winter 2020	Assessment Results and Technical	The STAAR project and partners will analyze the Assessment data, and use the results to

	Assistance Recommendations	develop priority areas and a plan for technical assistance delivery. The draft plan will be shared with SITAP states/territories. Final recommendations will be developed regarding priority areas to address with technical assistance, TA providers that will work with the jurisdictions, methods to be used, and timelines.
Spring/ Summer 2020	Technical Assistance Provision	The technical assistance plan will include delivery by SITAP partners who are funded to provide TA in the area to be addressed and/or subject matter expertise. Technical assistance may be delivered remotely and/or through a site visit.

Financial Implications

SITAP will not award funds to the two selected states/territories, and SITAP participation will not require an outlay of funds. However, participation will require that the STOP administering staff and partner(s) invest time in the process. This includes participating in the Assessment process, reviewing Assessment analysis results, discussing planned technical assistance, and participating in technical assistance activities. **It is anticipated that the time required to participate in SITAP over a fifteen-month period will average four hours per week total for STOP administering staff and partners. The SITAP team will work closely with selected sites to ensure project work fits with and/or supplements regular duties.**

The STAAR Project will pay the costs of Assessment and technical assistance delivery site visits, conference calls and videoconferences, and other activities and items that are directly related to SITAP processes. The selected states/territories

must bear the costs of subsequent implementation of any recommendations or guidance received during the SITAP process.

Eligibility

Eligible applicants are authorized representatives of state and territory STOP Formula Grant administering agencies (STOP administrators) from the 50 states, American Samoa, District of Columbia, Guam, Northern Mariana Islands, Puerto Rico, and U.S. Virgin Islands.

Applicants are encouraged to partner with members of the state or territory STOP implementation planning committee or others within the state or territory based on their subject matter expertise and role in addressing the needs of survivors and/or holding offenders accountable related to the VAWA crime areas. This could include state, local, or tribal courts; law enforcement agencies; prosecutor offices; state or tribal coalitions; community-based non-profit victim service providers; and units of state, tribal, or local government.

Expectations of Selected States or Territories

- The selected states or territories will be expected to participate in Assessment activities including regular teleconferences, videoconferences, or webinars, and one site visit with members of the SITAP TA Lead Team. The Assessment process will include a range of “landscaping activities” that will help selected sites identify strengths/gaps and produce products and tools that will directly support future grant-making processes:
 - Mapping Current Practice: Taking a self-assessment survey to reflect on current practice and identify areas of growth.
 - Landscaping State/Territory Needs: Gathering data to build maps that help identify strengths and gaps in current funding strategy.
 - Partner & Systems Maps: Explore opportunities in expanding or strengthening partners and systems via interactive mapping tools.

- Build a Roadmap: Receive access to or develop unique tools to turn priorities and strategies into action for current work and to inform future planning.
- Include and work with any partners indicated in the application in all Assessment and technical assistance activities.
- Participate in remote and in-person technical assistance activities, anticipating 4 hours per week for the lead person.
- Track work, growth, and share helpful resources/tools via notes and a collaborative web-platform (to be shared by the Lead Team).
- Approach the project with curiosity about the landscape of need and how the STOP Program could more closely address it, and an openness to exploring options based on Assessment analysis and TA provider recommendations.

Application Due Date

October 8, 2019 by 5pm Central Time. The application will be completed online via [Survey Monkey](#), which is the site that is also used for annual STOP Administrator Meeting and Joint Meeting registration. Once you begin an application on Survey Monkey, you must complete it in one session. Please do not begin an application and try to finish it another day. The application session will time out, and you will have to begin a new application. We recommend that you prepare your answers ahead of time in a Word document or Google Doc, and copy and paste your pre-prepared answers into the online SITAP application form ([see application questions below](#)). Late applications and applications missing critical information may not be considered for selection.

Review and Notification Process

Applications will be reviewed based on answers to the narrative questions, and the following factors related to the focus areas identified in your application:

- Partnership with one or more entities with an expertise in relevant subject matter, and a commitment to working together on the project.

- Interest in growing and enhancing your knowledge related to the unique experiences and needs of survivors in your state or territory.
- Interest in developing STOP priority areas that implement best and promising practices for law enforcement, prosecutors, courts, and advocates/victim services that are survivor centered.
- Commitment (including agency support) to participating in processes to assess STOP systems, strategies, processes, practices, and/or program areas to meet self-determined needs as well as the needs of underserved communities.
- Desire to develop sustainable and equitable strategies and approaches to STOP planning and implementation.

Please ensure that your responses to narrative items in the application highlight how decision-making and strategies reflect your agency values and current practices regarding survivor safety and survivor-centered advocacy and supports, equitable grant-making strategies, cultural and intersectional responsiveness, and accountability.

Finalists will be invited to participate in phone calls with the SITAP team prior to final selections.

It is expected that all applicants will receive notification by early November 2019, and project work will begin immediately thereafter.

Notice of Intent

While not required, applicants are encouraged to notify the STAAR Project of intent to apply for the SITAP opportunity by sending an email to ALSOSTAARProjectTA@also-chicago.org. Please type "SITAP NOI" into the subject line. The email should identify the state or territory, the individual who will submit the application, and the entity with whom the applicant intends to partner.

Informational Webinar

Interested STOP Administrators and partners are encouraged to participate in the webinar that will take place on Thursday, September 19, 2019, at 4:00 EDT/3:00 CDT/2:00 MDT/1:00 PDT. [Register for the webinar now.](#)

Questions

Inquiries about the application are welcome and may be directed to ALSOSTAARProjectTA@also-chicago.org. Please type "SITAP Question" into the subject line.

Application Focus Areas

Applicants should describe one or more STOP planning or implementation focus areas that they would like to address through SITAP. The areas that are described in the application may be discrete or broader issues on which the applicant and partner would like assistance. The only limitation is that the areas must fit within the STOP Formula Grant Program and its statutory purpose areas. Depending on the Assessment process, it will be possible to discover issues that were not necessarily the central focus of the application and learn about possibilities for strengthening, improving, or enhancing STOP work in those areas.

Examples of potential focus areas for Assessment and technical assistance are listed in [Appendix B](#). *The list of examples is non-exhaustive and applicants may choose to describe other areas of focus.*

Please note that one of the two selected states or territories must focus a significant portion of the request for technical assistance on assessing and improving systems, approaches, and/or practices that address responses to sexual assault.

Application Requirements

Applicants must submit a project narrative using the [online application system](#). Please note that you must also upload the most recent OVW-approved STOP

Implementation Plan. To complete the online application, we recommend that you prepare by:

- Reviewing the application Items below;
- Writing your responses in a separate doc (e.g. Word) before accessing the online application;
- Preparing and locating documents (e.g., STOP implementation plan, subgrantee list, letters), and converting them to PDFs for upload; and
- Copying and pasting pre-written responses into the online application fields, and uploading prepared documents.

[START YOUR ONLINE APPLICATION HERE.](#)

****BEFORE YOU APPLY: Please review the application requirements and questions below, prepare your responses, gather documents for upload, then complete the online form.****

Application Items: Please copy and paste the following into a separate document to prepare your application before completing the online form.

1. Name, title, agency, and any division within the agency.
2. Email address for the point of contact for this project.
3. Contact information including address and phone number.
4. How long have you worked on the STOP Formula Grants Program?
_____ years _____ months
5. What is your role with regard to the STOP Formula Program in your state or territory?

6-7. Indicate whether you have administered any other grant programs (federal or state) prior to or concurrent with STOP, and the approximate length of time that you worked on each of them.

VAWA Discretionary Grant Programs

Family Violence Prevention and Services Act (FVPSA)

Sexual Assault Services Program (SASP)

Victims of Crime Act (VOCA) Rape Prevention Education (RPE)

Byrne/JAG

Other federal programs

State programs

8. Please upload a letter from the authorized official at your agency indicating approval for you and your agency to participate in SITAP.

9. Why are you applying for participation in SITAP? Do you have specific goals in mind? [If you plan to focus a significant part of your work on sexual assault, please indicate here and include in your response.]

10. What systemic barriers exist for underserved populations present in your state/territory, including culturally specific populations? Has the STOP Program applied specific strategies or approaches to address these barriers? If so, please describe them and any results. If not, please describe any barriers you've faced and your interest in addressing them through SITAP.

11. Has your state or territory utilized an intersectional approach within any portion of the STOP Program or another program to address the multiple forms of exclusion and oppression that a survivor can experience? If so, describe the approach, any interim or final outputs or results, and key lessons learned. If not, describe any barriers to this approach and/or work you would like to highlight.

12. What are two ways that you or your agency has obtained survivor input and incorporated survivor thoughts and ideas into STOP work?

13. Identify 1-2 organizations or agencies that will partner with you throughout the SITAP process. Include the names and titles of the individuals who will participate on behalf of those organizations or agencies. Why is it important that they be included in this project? **You are encouraged to partner with organizations that are community-based and have a strong history of working within and serving racially and ethnically diverse communities, culturally specific communities, and population specific (e.g., Deaf community, people with disabilities, LGBT) communities.**

14-15. Please upload letters into the Survey Monkey application from each organization referenced in the answer to Question 13 indicating their interest, ability, agreement in collaborative SITAP participation, and grounding in relevant subject matter.

16. Please upload the state's/territory's final, OVW-approved 2017 STOP Implementation Plan into the Survey Monkey application.

17. Please upload a current list of STOP subgrantee programs in the Survey Monkey application, indicating the grantee name, STOP allocation (law enforcement, prosecution, victim services, courts, discretionary), and which fulfill the culturally specific and sexual assault set-asides.

18-19. Please indicate below the general focus areas on which you would like to focus within the STOP Intensive Technical Assistance Project. Under each area that you check, provide a narrative including detailed information about any current challenges or impediments with which you would like to receive assistance.

Check as many boxes as are applicable:

- STOP implementation planning processes or structures

- Sexual assault set-aside
- Culturally specific set-aside
- Grant-making strategy
- Subgrantee selection
- Subgrantee management and monitoring
- Law enforcement, prosecution, or courts practices
- Victim services practices
- Other

APPENDIX A

FREQUENTLY ASKED QUESTIONS ABOUT SITAP

APPLICATIONS AND SELECTION PROCESS

Q: When is the SITAP application due?

A: The application is due on October 8, 2019 by 5 p.m. Central Time / 4 p.m. Mountain Time / 3 p.m. Pacific Time / 12 p.m. Hawaii and American Samoa Time / 6 p.m. Eastern Time.

Q: What are the advantages of participating in SITAP?

SITAP is an opportunity to engage with OVW technical assistance providers around the country in a reflective Assessment of portions of your state or territory's STOP planning and/or implementation. Through SITAP, you will engage in a process that allows you to:

- Receive individualized support from leading organizations and individuals around the U.S. that have expertise and experience within your priority focus areas;
- Gain expertise in your state or territory's "data landscape" and how to interpret and apply it;
- Learn how you can strengthen the impact of STOP grants;
- Develop a deeper knowledge base about promising and best practices in multiple areas including planning, engagement with communities, and responses to the VAWA crime areas, and learn how you can introduce them into your state or territory's STOP platform; and
- Institutionalize policies and processes that will support your STOP work, as well as those of subgrantees.

Q: How can I submit a SITAP application?

A: The application will be completed online via Survey Monkey, which is the site that is also used for annual STOP Administrator Meeting and Joint Meeting registration. Once you begin an application on Survey Monkey, you must

complete it in one session. Please do not begin an application and try to finish it another day. The application session will time out, and you will have to begin a new application. We recommend that you prepare your answers ahead of time in a Word document or Google Doc, and copy and paste your pre-prepared answers into the online SITAP application form.

Q: Is there a limit to the number of topics or focus areas for an application?

A: There is no prescription for the number of topics or focus areas that can be included in an application. However, we recommend focusing on 1-3 issues or range of issues that you would like to be addressed within the next fifteen months. The SITAP team will recommend reducing the scope or number of areas if it determines that Assessment and technical assistance provision would be more successfully accomplished by focusing on a narrower range of topics or issues. If you have questions about whether the scope you have in mind for the application is appropriate for SITAP, please send an email to ALSOSTAARProjectTA@also-chicago.org, and type "SITAP Application Question" in the subject line.

Q: What criteria will be used as part of the review process, and who will review and make final decisions about the participating jurisdictions?

The Lead Team and Advisory Panel (see page 3 of the application) will review and make decisions about the participating states and/or territories, in consultation and coordination with OVW. Criteria that are considered include the scope and appropriateness of the areas requested for Assessment and technical assistance for the STOP Formula Grant Program; readiness for involvement in Assessment and technical assistance activities; and commitment to applying knowledge and skills gained to STOP work in the state or territory.

Q: Is this a one-time-only application, or will we be able to apply again?

A: This is an initial offering from the STAAR Project, in cooperation with OVW. Repetition of the project depends on multiple factors including whether continuation funding is available for the project. We will likely be able to share

more information in late 2020 about whether another application opportunity will be available.

PARTICIPATING IN SITAP

Q: Who should apply to participate in SITAP?

A STOP administrator from any state, U.S. territory, and the District of Columbia can apply to participate, along with at least one partnering entity.

Q: Is a partnership necessary and with whom should I partner?

In order to be eligible to participate in SITAP, all applicant STOP administrators are required to partner with one entity. This can be an organization or agency that you wish to engage and work with to address the focus area(s) described in your application. Partners may include state or tribal coalitions; state, local or tribal courts; law enforcement agencies; and victim service providers. Applicants should also consider partners that would be helpful in implementing action items identified to solve issues in this project.

For example, if your application focuses on developing strategies for encouraging more meaningful subgrantee work to address sexual assault above the required 20% sexual assault set-aside, you may want to partner with the state or territory sexual assault or dual coalition, and/or the tribal coalition.

Q: How much time should I expect to devote to SITAP?

SITAP is new, which makes it hard to entirely predict how much time the participating STOP administrators and their partners will spend on the project. However, it is anticipated that the STOP administrator and partners will spend an average of 4 hours per week, combined, for the duration of the project. The two exceptions will be the weeks during which the Lead Team will be on site during the Assessment phase, and any weeks during which technical assistance is provided in your state or territory.

Q: What if there is a change in STOP staff leading the project?

In order to ensure consistent and uninterrupted work within SITAP, we ask that both the selected applicant STOP administrators and partnering entities commit to participating in SITAP for its entire duration. We understand that unforeseen circumstances can arise. However, if you or your partnering entity anticipates a significant change in availability, we ask that you include this information in your application so that reviewers can consider it when making final selection decisions (see application narrative item 11).

FINANCIAL IMPLICATIONS

Q: Will my agency receive funding through SITAP if my application is selected?

A: There will be no award made to your agency if you are selected to participate in SITAP. However, you will work closely with a Lead Team of organizations that has expertise and experience providing intensive technical assistance on a wide range of issues that are covered by this project, and will engage in an Assessment process with them. Depending on the issues to be addressed, you will receive technical assistance from organizations that are members of the Lead Team and/or the Advisory Panel, which is a larger team of OVW technical assistance providers. See page 3 of the application for details on the organizations that make up the Lead Team and Advisory Panel.

Q: Will there be any costs associated with participating in SITAP?

A: It is envisioned that the only costs associated with SITAP for the participating states and/or territories will be personnel time for participating in the Assessment and technical assistance phases. The SITAP team may conduct visits during these phases, and team travel expenses will be covered by SITAP.

OVW APPROVAL

Q: Will OVW approval be required to implement recommendations?

A. SITAP will be implemented in close coordination and collaboration with OVW's STOP, Coalitions, and SASP Unit. However, it is recommended that the participating states and/or territories seek approval their OVW program manager

prior to implementing activities if you have questions about their allowability under STOP.

SCOPE OF WORK

Q: If we resolve issues related to one topic area during the course of the project, can we then identify another area (or does it need to be part of the application)?

A: Given that this is a time-limited project that includes an Assessment phase, we cannot guarantee that SITAP could address or additional subsequent topics within the anticipated time frame. However, the Assessment process may identify related topics that were not previously considered for inclusion in the project. The areas identified as eligible for technical assistance through SITAP will be prioritized for the project and TA provided as appropriate and possible. Any areas that are not able to be addressed through the SITAP process are still eligible to receive technical assistance from the STAAR Project and/or TA providers that address STOP, but it may be handled separately from SITAP work.

Q: How long would I be involved in the project?

The estimated completion time for the project is September 30, 2020. It will begin once selections are made in October.

Q: Is there an evaluation component to this project?

A: A formal evaluation component has not been built into SITAP. However, the Assessment phase will help you determine areas of strength and areas that may be in need of more development and focus. Depending on the scope and focus areas for the states or territories that participate in SITAP, they may learn about issues that were not necessarily the central focus of the application and learn about possibilities for strengthening, improving, or enhancing STOP work in those areas.

Q: Has OVW offered this kind of technical assistance project before for any of its projects? If so, have there been any lessons from that experience that can be shared?

A: OVW has funded other types of intensive technical assistance projects like SITAP. We are fortunate to have a number of technical assistance providers who have led or participated in several of those projects on our SITAP Lead and Advisory teams, and their lessons learned are being incorporated into all aspects of the project.

Q: What activities are expected to be completed by the selected states and/or territories, and how long will they spend doing them?

The selected states and/or territories will engage in an Assessment process with members of the SITAP Lead Team, which will include remote work along with one in-person component within the selected state or territory. Once the Assessment phase is complete, the states and/or territories will engage in a technical assistance process to address identified and prioritized areas. It is expected that the selected STOP administrators and partners will focus on the project an average of four hours per week for the duration of the project.

The Assessment process will include a range of “landscaping activities” that will help selected sites identify strengths/gaps and produce products and tools that will directly support future grant-making processes:

- Mapping Current Practice: Taking a self-assessment survey to reflect on current practice and identify areas of growth
- Landscaping State/Territory Needs: Gathering data to build maps that help identify strengths and gaps in current funding strategy.
- Partner & Systems Maps: Explore opportunities in expanding or strengthening partners and systems via interactive mapping tools.
- Build a Roadmap: Receive access to or develop unique tools to turn priorities and strategies into action for current work and to inform future planning.

APPENDIX B

EXAMPLES OF POSSIBLE SITAP APPLICATION FOCUS AREAS

1. STOP Implementation Planning Processes and Structures:

- Creating an implementation planning process that is inclusive and representative of survivors in the jurisdiction and the communities with which they identify. This includes the range of underserved populations¹ including culturally specific² and population specific³ communities. In the context of SITAP, the term “underserved populations” (see definition in footnote 1) includes populations that a state or territory has identified as underserved, and can include culturally specific populations and population specific communities (see definitions in footnotes 2 and 3).
- Memorializing STOP planning structures and processes that ensure uniformity and stability, and allow for flexibility and growth.
- Collecting data for STOP planning, including identifying sources for quantitative and qualitative data. Developing effective qualitative data-gathering methods such as public hearings, in-person and remote town halls, focus groups, and listening sessions.
- Developing STOP priority areas, goals, objectives, and activities that are tied to and flow from data collected.
- Developing specific priority areas, goals, objectives, and activities that are intended to reduce domestic violence homicides in the state or territory.
- Developing plans and structures for addressing sexual assault in a meaningful way by applying at least 20% of the STOP award to sexual

¹ The term “underserved populations” means populations who face barriers in accessing and using victim services, and includes populations underserved because of geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age), and any other population determined to be underserved by the Attorney General or by the Secretary of Health and Human Services, as appropriate. [34 U.S.C. § 12291\(a\)\(39\)](#).

² The term “culturally specific” means primarily directed toward racial and ethnic minority groups (as defined in section 1707(g) of the Public Health Service Act ([42 U.S.C. 300u-6\(g\)](#))). [34 U.S.C. § 12291\(a\)\(6\)](#).

³ The term “population specific organization” means a nonprofit, nongovernmental organization that primarily serves members of a specific underserved population and has demonstrated experience and expertise providing targeted services to members of that specific underserved population. [34 U.S.C. § 12291\(a\)\(21\)](#).

assault across two or more allocation categories (i.e., law enforcement, prosecution, courts, and victim services).

2. STOP Grant-Making Strategies and Processes

- Developing grant-making strategies that reflect equitable distribution of STOP funds throughout the state or territory based on factors including but not limited to: population density, underserved populations within the state or territory, available services and advocacy, and the accessibility of services to underserved populations, and geographic isolation and accessibility.
- Tailoring grant application packages to address priorities, goals, and objectives identified in the STOP implementation plan, or specific issues, underserved communities, or disciplines.
- Developing grant agreements that incorporate STOP-tailored requirements; e.g., collaboration requirements, STOP certifications, training, best practices, and self-assessment or self-evaluation of performance.

3. Subgrantee Program Development, Management, and Monitoring

- Identifying culturally specific or population specific community organizations for development and future STOP funding.
- Developing state or territory capacity to provide population-specific and culturally appropriate, relevant, and welcoming services to underserved communities including by promoting partnerships between culturally specific organizations, population specific organizations and communities, and more traditional community-based victim service programs.
- Implementing trauma-informed practices within victim services, law enforcement, prosecutors' offices, and/or courts.
- Promoting, convening, and developing partnerships between state and local criminal justice agencies, and federal and tribal counterparts to ensure the effective enforcement of laws to hold offenders accountable.

- Promoting, convening, and developing partnerships between traditional victim services and legal service providers to address the civil legal needs of survivors including the range of legal issues that survivors experience.
- Developing knowledge about substantive issues impacting survivors, and promising practices to address chronic and emerging issues related to system responses to survivor safety and well-being, as well as the ability of systems to effectively hold offenders accountable.
- Developing knowledge and skills for managing and monitoring STOP-funded disciplines (including law enforcement, prosecutors, courts, and victim services) to ensure implementation of promising approaches and practices that protect and respect survivor safety and autonomy, and that hold offenders accountable.
- Developing grant monitoring forms and processes that are tailored to project types and disciplines.

4. Continuous Performance Assessment and Improvement

- Identifying opportunities and methods for and engaging in evaluation or assessment of state or territory-level systems, including STOP planning and implementation systems, and developing mechanisms for incorporating results into future STOP work.
- Developing methods for gathering information about compliance with STOP certification requirements, and incorporating data into STOP planning and implementation processes.
- Incorporating self-assessment or self-evaluation processes into subgrantee activities.

5. Offender Accountability

- Developing policies, practices, or training to address challenges in the field related to offender accountability.

- Ensuring meaningful collaboration among the disciplines in the context of criminal justice and civil legal cases.
- Bolstering the use of restitution for survivors in criminal cases, and civil legal economic remedies.
- Investigating and prosecuting sexual assault cases.

6. Survivor Safety

- Establishing or enhancing trauma-informed practices in victim services, law enforcement, prosecution, and/or courts, which includes being attentive to historical trauma and current structural inequities and oppression.
- Creating welcoming and accessible advocacy and services for survivors identifying as members of culturally specific, population specific, or marginalized communities, and for those experiencing greater impact due to identification with more than one marginalized community.
- Incorporating risk and lethality assessment into work with survivors.

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