

Chapter One: Roles of OVW Program Managers and STOP Administrators

Office on Violence Against Women Program Managers, STOP Administrators, and the STOP Technical Assistance Provider all contribute to fulfillment of the purposes and requirements of the STOP Formula Grant Program. While all work toward this common goal, each serves a unique role and has distinct responsibilities. This chapter contains descriptions of the roles of OVW program managers and STOP administrators. Chapter Two is devoted to the role of TA providers and TA available from the OVW comprehensive TA provider for the STOP Formula Grants Program.

Role of the OVW Program Manager

OVW Program Managers are staff of the Office on Violence Against Women, U.S. Department of Justice. Program Managers:

- ❖ Serve as a single point of contact for STOP administrative applicant and grantee agencies;
- ❖ Provide timely and relevant responses to general grantee inquiries via phone and email;
- ❖ Assist grantees with implementing the goals and objectives of the STOP Violence Against Women Formula Grant Program;
- ❖ Recommend relevant training and TA for grantees and/or subgrantees;
- ❖ Serve as a problem-solver when a grantee is faced with challenges or obstacles with effectively implementing the STOP program;

- ❖ Monitor grantee progress through quarterly financial reports (SF-269s) and programmatic progress reports;
- ❖ Conduct site visits to assess program implementation, identify promising practices, and provide assistance with addressing challenges and barriers to meeting the goals and objectives of the STOP program; and
- ❖ Work closely with the comprehensive TA provider on TA activities including planning the annual meeting for STOP administrators.

If necessary, Program Managers also assist grantees with audit reporting requirements and other administrative grant functions (e.g., conditions of Award and Acceptance, inability to draw down, etc.).

Role of the STOP Administrator

The roles that STOP administrators play generally fit within four main areas:

- (1) Grantee of the Office on Violence Against Women;
- (2) Lead developer and writer of the STOP Implementation Plan for the State or Territory;
- (3) Administrator of State/Territorial subgrants; and
- (4) Leader on issues related to domestic and dating violence, sexual assault, and stalking in the jurisdiction.

The following section outlines STOP administrators' work in these areas, recognizing that roles vary among jurisdictions, depending on State and Territorial governmental structure and laws; administrative agency structure, policies, and operating procedures; and the delegation of duties among personnel. Some STOP administrators may fulfill all roles, while in other States or Territories, responsibility for some tasks is completed by other personnel within the agency.

Some examples of the ways that the structure, function, and discretion of State and Territorial STOP administrative agencies and STOP administrator duties may differ could include the following:

- ❖ An agency that is responsible for administration of STOP funds has structure, functions, and duties that are prescribed by the State constitution, with policies or procedures created by statute.
- ❖ A State or Territorial agency in which the STOP administrator has the flexibility to create policies and procedures specific to the STOP program.

- ❖ An agency with a division that handles fiscal oversight of subgrantees, and has a separate monitoring section.
- ❖ An agency in which the STOP administrator may be charged with all duties related to administration of STOP funds – from preparing applications for Federal funding to subgrantee site visits.

OVW Grantee

- ❖ Serves as liaison between the Office on Violence Against Women and the State;
- ❖ Responds to Desk Reviews¹⁵ and certification issues;
- ❖ Completes SF-425 (Federal Financial Report) (in most cases); and
- ❖ Oversees the administration of STOP Funding within the State/Territory.

STOP Implementation Plan Developer

- ❖ Leads the Statewide STOP planning process;
- ❖ Designs the planning process, along with the planning committee, to ensure that input about current and emerging needs, as well as successful approaches, is generated;
- ❖ Seeks input from all affected disciplines and communities, including all those with whom VAWA 2013 requires consultation¹⁶ including:
 - The State sexual assault coalition;
 - The State domestic violence coalition;
 - The law enforcement entities within the State;
 - Prosecution offices;
 - State and local courts;
 - Tribal governments in those States with State or federally recognized Indian tribes;
 - Representatives from underserved populations, including culturally specific populations;
 - Victim service providers;
 - Population specific organizations; and

¹⁵ A desk review is a complete review of all documentation required by the grantee State/Territory in order to maintain compliance with all Federal requirements.

¹⁶ Violence Against Women Reauthorization Act of 2013 § 101, 42 U.S.C. § 3796gg-1.

- Other entities that the State or the Department of Justice identifies as needed for the planning process.
- ❖ Coordinates the Implementation Plan with the State plans developed under the Victims of Crime Act (VOCA), the Rape Prevention Education (RPE) program, and the Family Violence Prevention and Services Act (FVPSA).¹⁷
- ❖ Gathers relevant qualitative and quantitative data to inform planning;
- ❖ Informs all those with authority over STOP Grant funds and processes at the State/Territorial level, including members of planning entities, of all statutory certification requirements and the current level of compliance;
- ❖ Writes the STOP implementation plan, based on input received during the planning process;
- ❖ Coordinates State matching funds;
- ❖ Submits the STOP implementation plan to OVW; and
- ❖ Responds to OVW requests for clarification of the plan.

Administration of STOP Subgrants

Pre-Subgrantee Awards

- ❖ Develops the STOP subgrantee solicitation(s) pursuant to the STOP implementation plan;
- ❖ Provides notice to potential subgrantees about the availability of funds;
- ❖ Offers grant-writing workshops, bidders' conferences, or other pre-application TA opportunities to potential subgrantees;
- ❖ Coordinates the subgrant application review process;
- ❖ Makes subgrant funding recommendations or funding decisions;
- ❖ Distributes funds in accordance with statutory funding allocation categories, including the 10% set-aside for culturally specific victim services; and
- ❖ Ensures that funded subgrantee programs meet one or more of the STOP statutory purpose areas.

¹⁷ Coordination of the STOP implementation plan with any existing State plans created under VOCA, RPE, and FVPSA is required for STOP grantees. Violence Against Women Reauthorization Act of 2013, 42 U.S.C. § 3796gg-1(c)(3).

Post-Subgrantee Awards

- ❖ Compiles and submits STOP Administrator Progress Reports as well as Subgrantee Progress Reports;
- ❖ Monitors and evaluates subgrant activity, including through site visits and reviews;
- ❖ Provides assistance to subgrantees on fiscal and programmatic issues throughout the funding year; and
- ❖ Offers opportunities for subgrantees and others to increase their knowledge and skills by connecting them with relevant resources including OVW TA providers, and informing them about available trainings and conferences.

Leadership on Violence Against Women Prevention and Intervention

- ❖ Informs OVW and comprehensive TA provider about relevant, emerging issues related to STOP Grants and violence against women;
- ❖ Employs promising practices for responding to violence against women in the State;
- ❖ Provides meaningful opportunities for culturally specific and underserved communities to access victim services and the criminal justice system;
- ❖ Serves as a facilitator and an agent of change regarding the response to sexual assault, domestic violence, dating violence, and stalking in the State/Territory;
- ❖ Seeks ways to share leadership with State/Territorial/Tribal sexual assault and domestic violence coalitions, and Tribes;
- ❖ Brings together and engages with stakeholders at the local, State, Tribal, and national levels;
- ❖ Encourages cooperation, coordination, and collaboration among disciplines;
- ❖ Works with additional grant programs to leverage funds;
- ❖ Delivers information on promising practices employed by other States/Territories; and
- ❖ Offers information to OVW and other States/Territories on exemplary STOP-funded subgrantee programs, as well as grant administration practices.

The Leadership items are not necessarily required in order to fulfill STOP Grant conditions, but they are consistent with the goals, purposes, and spirit of VAWA. They also provide broader opportunities for STOP administrative staff to have a significant impact on the systems, processes, and practices addressing violence against women in the State or Territory.

Roles of STOP Administrators

Grantee of the Office on Violence Against Women

Developer of STOP implementation plan

- Leads Statewide STOP planning process
- Designs planning process and identifies members of planning committee
- Solicits input from disciplines and communities
- Gathers relevant criminal justice, victim services, and other data
- Informs about STOP certification requirements and seeks information about compliance
- Writes STOP implementation plan based on planning process and submits to OVW
- Responds to OVW clarification requests about plan

Administration of STOP Subgrants - Pre-Award Processes

- Develops subgrantee RFP based on STOP implementation plan
- Offers grant-writing workshops, bidders' conferences, and other opportunities to applicants
- Coordinates application review process
- Convenes funding recommendation committee and makes recommendations to final decision-maker
- Awards and administers funds in accordance with State/Territory and Federal requirements

Administration of STOP Subgrants - Post-Award Processes

- Compiles and submits STOP Administrator and Subgrantee Progress Reports
- Monitors and evaluates subgrant activity including desk reviews and site visits, as appropriate
- Provides assistance on fiscal and programmatic issues
- Offers knowledge- and skill-building opportunities
- Connects subgrantees with training and TA

Leadership on Violence Against Women Prevention and Intervention

- Informs OVW and comprehensive TA provider about relevant, emerging issues related to domestic violence, dating violence, sexual assault, and stalking
- Employs promising practices for responding to violence against women
- Provides meaningful opportunities for culturally specific and underserved communities to access victim services, civil legal remedies, and the criminal justice system
- Serves as facilitator and agent of change regarding responses to survivors of domestic violence, dating violence, sexual assault, and stalking
- Seeks ways to share leadership with State/Territorial and Tribal sexual assault, domestic violence, and dual coalitions
- Brings together and engages with stakeholders at local, State/Territorial, Tribal, and national levels
- Encourages cooperation, coordination, and collaboration among disciplines
- Works with additional grant programs to leverage funds and coordinate efforts - particularly with RPE, FVPSA, and VOCA, but also other Federal and State/Territory programs
- Delivers information on promising practices employed by other States/Territories
- Offers information to OVW and other States/Territories on exemplary STOP-funded subgrantee programs and grant administration practices