

# STOP Grants IMPLEMENTATION PLAN TOOL

Revised December 2017



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# **STOP Grants Implementation Plan Tool**

Revised December 2017

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# Introduction

The STOP Formula Grants Program is the primary source of Federal funding addressing domestic violence, dating violence, sexual assault, and stalking for States and Territories. It has the most broad-ranging application of any Federal grant program specifically aimed at these violent crimes. STOP Grants are intended to enhance and improve the way that law enforcement, prosecutors, and courts respond to and treat victims, and hold offenders accountable, and how victim service and legal assistance providers support victims who seek their help. Originally authorized by the Violence Against Women Act (VAWA) in 1994 and encompassing seven (7) statutorily-defined purpose areas, there are now twenty (20) STOP Formula Grant purpose areas. STOP dollars must be applied within a State or Territory according to a statutorily-created funding allocation formula (see [Funding Categories](#) within the STOP statutory purpose areas document).

States and Territories developed and submitted the first STOP Implementation Plans in 1995, pursuant to the VAWA requirement that grantees and subgrantees develop a plan for implementation. While the statutorily prescribed requirements were fairly general, a number of jurisdictions chose to embark on a planning process that was broadly inclusive of disciplines and communities affected by the funding stream, undertake a thorough assessment of needs across the State or Territory, and/or coordinate plans for STOP Formula Grant funds with others that were implemented through other Federal and State funding sources.

The Violence Against Women Reauthorization Act of 2013 significantly amended existing STOP Implementation Plan requirements. It requires that all States and Territories design and incorporate a planning process that is inclusive and coordinated. The statute requires that the state administering agency consult and coordinate in the planning process with a number of specified entities. Documentation must be submitted that demonstrates their participation and how their input was incorporated into the plan. Included in the list of entities with which the state must consult and coordinate are all State-recognized and Federally-recognized Indian Tribes.

An original set of regulations providing detail about STOP Formula Grant Requirements was promulgated in 1995. In order to bring them up to date and make them consistent with reauthorizing language passed in 2000, 2005, and 2013, a new set of regulations was finalized and published on November 29, 2016<sup>1</sup>. The regulations include language clarifying STOP Implementation Plan requirements. One significant change is that a full Implementation Plan will now be submitted every four years – a change from the three-year plan that had been required. In interim years, an update to the Plan can be submitted to The Office on Violence Against Women that describes any changes to the Plan for the next

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<sup>1</sup> [Conforming STOP Violence Against Women Formula Grant Program Regulations to Statutory Change: Definitions and Confidentiality Requirements Applicable to All OVW Grant Programs](#). 28 C.F.R. Part 90 et seq. (Nov. 29, 2016).

fiscal year. The *STOP Grants Implementation Plan Tool* (“IP Tool”) is intended to complement and be used in conjunction with the [Implementation Plan Checklist](#) (“Checklist”) issued by OVW.

The *IP Tool* tracks the *OVW Implementation Plan Checklist*, and discusses all STOP Implementation Plan requirements. It provides annotations, recommendations, links to resources, and examples of the ways that a State or Territory can create a comprehensive, coordinated plan that clearly communicates:

- Who was involved in planning;
- What processes were used in the development of the plan;
- Strengths and needs of the jurisdiction;
- Challenges that survivors, systems, providers, and relevant disciplines face; and
- Priorities, goals, and objectives for use of STOP funds.

The IP Tool begins with instructions for how to use the document. A list of VAWA 2013 and relevant 2016 final regulations requirements for Implementation plans comes next, followed by formatting suggestions.

The main part of the IP Tool contains the elements that are required for inclusion in a STOP Implementation Plan. The elements are listed in the same order as they appear in the Checklist. All required elements are indicated with “(REQUIRED)” following the item. The IP Tool also provides recommendations and suggestions for additional information that can help to provide descriptive context and detail about required items. All recommended, but not required, elements are indicated with “(RECOMMENDED).”

The back of the IP Tool contains VAWA term definitions, and other reference documents.

Links to reference documents – including those found at the end of the IP Tool – are provided throughout.

Technical assistance on STOP Implementation Plans is available from the [ALSO STAAR Project](#). [ALSOSTAARProjectTA@also-chicago.org](mailto:ALSOSTAARProjectTA@also-chicago.org).

# I. How to Use the STOP Implementation Plan Tool

The *STOP Grants Implementation Plan Tool* (“IP Tool”) is designed to assist STOP administrators with the development and writing of a STOP Implementation Plan (STOP IP). It tracks the elements required for a STOP Implementation Plan that are included in the Office on Violence Against Women *Implementation Plan Checklist* (“Checklist”). The Checklist elements appear in the IP Tool in the same order as they do in the Checklist, using the same outline numbers and letters.

Each required element is labeled “(REQUIRED).” Several additional, recommended elements are included, as well. They are not mandatory for a complete Implementation Plan, and are labeled “(RECOMMENDED).”

The IP Tool describes a way to formulate a STOP IP that is responsive to all requirements, and offers suggestions for ways to clearly communicate the State or Territory’s needs and strengths related to the four crime areas of domestic violence, sexual assault, dating violence and stalking; the STOP planning process; and the ways that funding will be allocated, awarded, and applied in the jurisdiction.

Use of the IP Tool is not required, but it may help with:

- ❖ Ensuring the State or Territory planning process covers all STOP IP requirements;
- ❖ Gathering and assembling information to include in the IP;
- ❖ Developing a comprehensive, detailed, and organized IP; and
- ❖ Clearly communicating the State or Territory’s strengths, needs, challenges, priorities, goals, and objectives, and the ways that STOP funding will be distributed and utilized.

## Contents of the STOP Grants Implementation Plan Tool

The STOP IP Tool includes the following, which are intended to assist STOP administrators with the development of a STOP IP:

- ❖ A list of all new IP elements required by VAWA 2013 and the STOP/VAWA final regulations that were published on November 29, 2016;
- ❖ All required elements, as they appear in the OVW [\*Implementation Plan Checklist\*](#)<sup>2</sup> (“Checklist”);
- ❖ Recommendations for additional inclusions that can enhance and clarify required information;
- ❖ Annotations with suggestions and examples for addressing STOP IP elements;

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<sup>2</sup> The completed Checklist must be included with the plan when it is submitted. Clicking on the link here and elsewhere in the *Implementation Plan Tool* navigates to the document on the OVW Web site.

- ❖ [Definitions](#) of terms used in VAWA that apply to the STOP Program;
- ❖ The [Implementation Planning Process Documentation of Collaboration](#) form;
- ❖ [Frequently Asked Questions \(FAQs\) About STOP Formula Grants \(September 2017\)](#) – referred to as “STOP FAQs” throughout the IP Tool;<sup>3</sup>
- ❖ A list of the [STOP statutory purpose areas and the funding allocation categories](#); and
- ❖ [Information about the Family Violence Prevention and Services Act, Rape Prevention and Education, and the Victims of Crime Act.](#)

## STOP Grants Implementation Plan Tool Formats & Labels

- ❖ In some places within the IP Tool, “State,” not “State or Territory,” is used in the lettered subheadings. This is how VAWA is written; nevertheless, both States and Territories must include the required information in their STOP IPs.
- ❖ The outline-format numbers and letters preceding elements track the OVW [Checklist](#), for ease of use and cross-referencing purposes.
- ❖ Items labeled “REQUIRED” are mandatory items for the IP. The underlined text is hyperlinked to the corresponding Checklist element.
- ❖ Items labeled “RECOMMENDED” are suggestions, and are not required elements.
- ❖ The indented text with a teal background appearing below STOP IP section elements contains annotations that offer possible explanations, recommendations, examples, and links to relevant resources.
- ❖ Text that is [teal and underlined](#) is a hyperlink that will take you to the corresponding place in one of the reference documents located at the end of the STOP IP Tool, or to a document located elsewhere. *To return to the place in the document where you left off, type Control + z on a PC, and Command + z on a Mac.*

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<sup>3</sup> Clicking on this link and where it appears elsewhere in the *Implementation Plan Tool* takes the reader to the FAQ document on the OVW Web site.

## II. Beyond Statutory Requirements – Why Implementation Plans are Important

A STOP IP is not only required in order to receive STOP funding, it can also serve as a cornerstone in a State's or Territory's overall strategy for addressing domestic violence, dating violence, sexual assault, and stalking. The STOP planning process may provide one of the only opportunities in the jurisdiction for key stakeholders from a variety of disciplines to consider together how to best serve victims and hold offenders accountable. It is an opportunity for administrators of STOP funds to learn from:

- ❖ The collective expertise and experience of those in the jurisdiction whose work is dedicated to curtailing the violence, coercion, and control perpetrated by offenders;
- ❖ Those who work with victims to protect their safety;
- ❖ Those who help survivors achieve positive outcomes in the civil legal system;
- ❖ Individuals that support survivor participation in criminal cases, as well as those in other systems that impact a survivor's individual and family needs; and
- ❖ A diverse array of communities affected by the violence.

The planning process provides a way to hear about successes, responses that can be further improved, and promising approaches and practices. It provides a forum for victim advocates, survivors, community leaders, civil legal attorneys, law enforcement officers and management, prosecutors, the judiciary and other court staff, and other personnel, policy leaders, and others to express how they believe that the STOP Program can help to keep victims safe, and prevent future harm. Engaging in a comprehensive and broad-ranging planning process can mean that those charged with the duty to write and submit a STOP IP can do so knowing that the plan reflects the input of the planners, is well-coordinated with other funding programs in the State or Territory, builds on the jurisdiction's strengths, and seeks to address needs and challenges faced by victims and those who work to protect them.

The goals, objectives, and priority areas for a four-year STOP IP cannot always cover all issues and needs expressed during the planning process. However, it can document this input and memorialize it for future use. IPs from prior years can be built upon, and data contained in them can be used for comparison purposes. A plan can also serve as a reference document for State and local administrative agencies and policy-makers. The plans should grow and develop from year to year and reflect the changing circumstances that States and Territories face as they work to address violence against women.

### III. Statutory and Regulatory Text

The [U.S. Code sections](#) that contain the STOP Grant-related provisions of VAWA 2013 are as follows:

[34 U.S.C. § 12291 \(Definitions\)](#)

[34 U.S.C. § 10441 \(Purpose of program and grants\)](#)

[34 U.S.C. § 10446 \(State grants\)](#)

[34 U.S.C. § 10447 \(Definitions and grant conditions\)](#)

[34 U.S.C. § 10448 \(General terms and conditions\)](#)

[34 U.S.C. § 10449 \(Rape exam payments\)](#)

[34 U.S.C. § 10450 \(Costs for criminal charges and protection orders\)](#)

[34 U.S.C. § 10451 \(Polygraph prohibition\)](#)

The [federal regulations governing the STOP Grants program](#) were revised in 2016 and are published at 28 CFR Part 90.

For additional information, contact the [ALSO STAAR Project](#). [ALSOSTAARProjectTA@also-chicago.org](mailto:ALSOSTAARProjectTA@also-chicago.org).

## IV. Creating a STOP Implementation Plan

Section IV of the IP Tool follows the elements and chronology of the OVW [Implementation Plan Checklist](#), using the same numbering system. The IP tool offers guidance for the required elements, and provides recommendations for several additional elements to consider including in a STOP IP.

### Formatting and Structure

The following structure and formatting is recommended for the STOP IP:

- ❖ Cover page that includes the State or Territory name, the State or Territory administering agency and division, the date on which the IP was submitted, and the four-year range that the IP covers.
- ❖ Table of contents that includes section headings and subheadings. If possible, these should appear in the order that they appear in the [Checklist](#). If this is not possible, it is helpful to include the section numbers/letters and section heading and sub-heading to which a section corresponds (e.g., IV(B)(2) Plan Priorities and Approaches - General descriptions of the types of programs and projects that will be supported with STOP dollars).
- ❖ Margins no smaller than 1 inch on all sides.
- ❖ Text body font that is no smaller than 11-point.
- ❖ Running headers or footers that include the name of the State or Territory, the State or Territory administering agency and division, and the calendar year in which the IP was submitted.
- ❖ Page numbers.

There is no page limit for the STOP IP; however, this document offers length suggestions for each major section.

Avoid duplicating information in multiple locations within the IP. Instead, use cross-references to the section containing the information. If one section requires information that is similar to another section, include it where it makes the most sense (e.g., in the first place where it will be seen, or in the section where it is one of the primary topics that must be addressed, and then provide cross-reference (e.g., “See Section III(A) for data on population demographics.”))

Consider using charts, tables, graphs, and other methods to clearly communicate complex information and related data, or to address more than one IP element. For example, a table that lists IP priority areas, goals, and objectives, can be useful for capturing these key items in one place. Indicate the Checklist section numbers and letters to which the information corresponds.

## Elements of the STOP Implementation Plan

This section of the IP Tool tracks the [Implementation Plan Checklist](#) (“Checklist”). Those items labeled (REQUIRED) are included in the Checklist. Recommendations for additional information are also included below (RECOMMENDED).

### I. Introduction

The purpose of this section is to provide key information about the plan that is required for eligibility purposes, provide highlights of plan contents, describe its scope, and explain the way the plan is structured.

Suggested length: 1-3 pages.

- A. The date on which the plan was approved by the State (this should be the final approval, after approvals required by the state are completed, such as approvals by the planning committee or by State officials). (REQUIRED)

- B. The time period covered by the plan. (REQUIRED)

Beginning in 2017, IPs address a four-year period, pursuant to the 2016 STOP Regulations.

**RESOURCE:** The 2016 STOP regulations can be found online at <http://bit.ly/2016STOPVAWARegulations>.

- C. Overview or abstract of the STOP IP that includes the State’s or Territory’s mission statement for planning and implementation of the STOP Formula Grants Program in the jurisdiction. (RECOMMENDED)

It is useful to include a brief (one page or less) summary of the IP. It can provide a roadmap to the IP that includes brief background and context, a summary of planning process highlights, and overall priorities and goals for the four-year period.

- D. Explanation of how the plan is organized. (RECOMMENDED)

This section can offer guidance on how the Checklist elements can be found, the order in which they appear, whether more than one element may be covered in particular sections, and the ways that some of the information may be illustrated with and consolidated into tables, graphs, and other visual tools. If appendices and other resources are attached, it is a good idea to list them and provide a rationale for their inclusion.



- E. Description of the overall context for how the State or Territory will allocate STOP funds within the jurisdiction. (RECOMMENDED)

Consider including some of the information in bulleted lists to allow for a quick reading that gives the reader highlights of the IP and how funds are distributed around the jurisdiction.

## II. Description of Planning Process

The purpose of this section is to describe the way the IP was developed.

Suggested length: 3-5 pages.

- A. A brief description of the planning process. (REQUIRED)
- B. Documentation from each member of the planning committee as to their participation in the planning process: (within the Checklist, cross out and note “N/A” to the right if any of these entities is not applicable (e.g., if there is no dual domestic violence and sexual assault coalition in the State or Territory; if there are no State or Federally recognized tribes in the State). (REQUIRED)

- (1) State<sup>4</sup> sexual assault coalition;
- (2) State domestic violence coalition;
- (3) Dual domestic violence and sexual assault coalition;
- (4) Law enforcement entity or state law enforcement organization;

The law enforcement representative(s) on the planning committee will, ideally, have expertise and experience on domestic and dating violence, sexual assault, and stalking cases; possess an understanding of common and emerging issues; and be familiar with best practices for law enforcement responses to the four crime areas.

- (5) Prosecution entity or state prosecution organization;

Prosecution entities on the planning committee should be experienced with charging, working with victim-witnesses, and trying domestic violence, dating violence, sexual assault, and stalking offenders, and best practices for doing so.

- (6) A court or the state Administrative Office of the Courts;

The court representative can be the designated domestic or family violence point

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<sup>4</sup> “State” is defined by VAWA as: “each of the several States and the District of Columbia, and except as otherwise provided, the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands, and the Northern Mariana Islands.” 34 U.S.C. § 12291(31). For purposes of STOP Implementation Plans, the territorial coalitions should be considered “State” coalitions for all jurisdictions.

of contact within the state Administrative Office of the Courts, or can be a representative of a court that has jurisdiction over civil or criminal domestic or dating violence, sexual assault, and stalking cases. Consider including both State and Tribal court representation on the planning committee.

The term “courts” is defined in VAWA as any civil or criminal, tribal, and Alaska Native Village, Federal, State, local or territorial court having jurisdiction to address domestic violence, dating violence, sexual assault, or stalking, including immigration, family, juvenile, and dependency courts, and the judicial officers serving in those courts, including judges, magistrate judges, commissioners, justices of the peace, or any other person with decision-making authority. 34 U.S.C. § 12291(a)(2).

#### (7) Representatives from tribes, tribal organizations, or tribal coalitions;

Tribal coalitions are present in a number of states, and can provide input on a broad range of issues related to Tribes, supporting victims, and holding offenders accountable on Tribal land. If no tribal coalition exists in the State, reach out to individual Tribes, regional tribal consortia, and tribal victim service advocates that have knowledge of the barriers to victim safety and offender accountability on Tribal land within the State.

Please keep in mind the requirement that the state engage in meaningful consultation with all state and federally recognized tribes in the state, and should consider committee members that can assist with the broader consultation process.

“Tribal coalition” is defined by VAWA as an established nonprofit, nongovernmental Indian organization, Alaska Native organization, or a Native Hawaiian organization that –

(A) Provides education, support, and technical assistance to member Indian service providers in a manner that enables those member providers to establish and maintain culturally appropriate services, including shelter and rape crisis services, designed to assist Indian women and the dependents of those women who are victims of domestic violence, dating violence, sexual assault, and stalking, and

(B) is comprised of board and general members that are representative of –

- (i) the member service providers described in subparagraph (A), and
- (ii) the tribal communities in which the services are being provided. 34 U.S.C. 12291(a)(35)

**RESOURCE:** [STOP FAQ #19](#), within the VAWA 2013 section, provides a definition of what it means to “meaningfully” consult with tribes, population-specific, and culturally specific organizations. “Meaningfully” means that the tribe or organization had a genuine opportunity to shape the direction of the

STOP IP. It should be an ongoing effort at relationship-building, and not a one-time event. It should also be accessible for the people involved.

- (8) Population specific organizations representing the most significant underserved populations and culturally specific populations in the State other than tribes (which are addressed separately);

Section 90.12(e) of the STOP/VAWA regulations implements 34 U.S.C. § 10446(i)(2)(E). States and Territories have discretion to determine “the most significant” underserved populations in the jurisdiction. An explanation of the State or Territory selected and meaningfully consulted with the identified populations is required in section II(D)(4).

VAWA defines the terms “population specific organizations,” “underserved populations,” and “culturally specific” as follows:

“Population specific organizations”: 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).

“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).

“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)). The Public Health Service Act defines “racial and ethnic minority groups” as American Indians (including Alaska Natives, Eskimos, and Aieuts), Asian Americans, Native Hawaiians and other Pacific Islanders, and Hispanics. “Hispanics” means individuals whose origin is Mexican, Puerto Rican, Cuban, Central or South American, or any other Spanish-speaking country. 42 U.S.C. § 300u-6(g).

**RESOURCE:** The [STOP FAQ](#) document explains that “most significant” underserved populations and culturally specific populations are different for each state. States must document in their IP how it was determined which underserved and culturally specific populations to include. Additionally, the document provides guidance on what it means to “meaningfully” consult with population-specific and culturally specific organizations. For more information, see STOP FAQs #s 16 and 19 within the VAWA 2013 section.

(9) Other, if relevant (including survivors, probation, parole, etc.).

The 2016 regulations state that States should include probation and parole entities in the planning process, and are also encouraged to include survivors of domestic and dating violence, sexual assault, and stalking.<sup>5</sup> It is helpful if the probation and parole representatives have knowledge of and experience working on specialized units devoted to supervision of offenders in any of the four crime areas.

The regulations note that including survivors in the planning process necessitates addressing safety and confidentiality during survivor recruitment and consultation.<sup>6</sup>

“Other” may also include other relevant entities including, but not limited to: health care representatives (private or public health departments), Indian Health Services; public and private mental health care providers; university researchers; faith leaders; legal services and private attorneys; schools; professional associations for key disciplines such as judges; and business leaders or others that the jurisdiction determines are needed for the planning process.

At a minimum, this documentation must include the following for each planning committee member:

1. Which category the participant represents of the entities listed in 34 U.S.C. § 10446(c)(2), such as law enforcement, state coalition, or population specific organization;
2. Whether they were informed about meetings;
3. Whether they attended meetings;
4. Whether they were given drafts of the implementation plan to review;
5. Whether they submitted comments on the draft;
6. Whether they received a copy of the final plan and the summary of major concerns;
7. Any significant concerns with the final plan.

Keep detailed documentation on file about the consultation process. This should include how planning committee members reviewed the draft STOP plan and solicited input, and how the input was incorporated into the final plan. The records can take the form of emails showing the date the IP was sent to individuals, memos, or other communication records. Records of comments should also be kept in the form of emails or other written feedback, or written compilations of comments with attribution to planning team members. However, only the Documentation of Collaboration form or a comparable form

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<sup>5</sup> 28 CFR § 90.12(b)(4)-(5).

<sup>6</sup> Id.

should be sent to OVW with the IP. The detailed consultation records should be kept on file in the event OVW requests additional documentation.

**RESOURCE:** For guidance with this section of the STOP IP, please see the following [STOP FAQ](#) questions within the VAWA 2013 section: 14 (What entities must states consult and coordinate with in developing their implementation plans?), 15 (Are all collaborating partners members of the “planning committee?”), 16 (For purposes of the planning committee, what does “most significant” underserved populations and culturally specific populations mean?), 17 (How will states be expected to provide “documentation from each member of the planning committee as to their participation in the planning process?”), 18 (What documentation should states provide for entities that were consulted but were not part of the formal planning committee?), and 19 (What does it mean to “meaningfully” consult with tribes and population-specific and culturally-specific organizations?). See also [STOP Formula Grant Program FAQ on Planning Process Documentation](#).

**RESOURCE:** The STOP Planning Entity Participation Log, a worksheet in the *STOP Planning Participation Workbook* (part of the ALSO STAAR Project’s [STOP Formula Grants Implementation Planning Template Packet](#)) can help with record-keeping on who has been invited to participate in the planning process, and how they participated. To view a PDF of the STOP Planning Entity Participation Log, go to <http://bit.ly/2pz3WKk> - however, the writable/fillable Excel workbook is not available for download. To obtain a fillable workbook, contact [ALSOSTAARProjectTA@also-chicago.org](mailto:ALSOSTAARProjectTA@also-chicago.org).

The log allows for tracking of a number of key facts that are important to keep on file in the event OVW has questions about the way that the STOP planning process was conducted. There are fields to record specific aspects of the consultation process including:

- Invitee names;
- Whether they are a planning committee member or a member of the larger consultation;
- The type of entity;
- The methods used for contacting them;
- Dates of contact and responses;
- The types of consultation opportunities offered;
- Whether they participated in planning sessions;
- Whether they received a copy of the draft IP and any significant comments that they made on it; and
- Whether the comments were addressed in the final plan.

STOP administrators can distribute the Implementation Planning Process Documentation of Collaboration (DOC) form (located at the back of the *IP Tool*) or a comparable document to each individual or organization that participated in the planning process. Possible supporting documentation showing the participation of individuals in STOP planning processes includes:

- Meeting agendas;
- Meeting sign-in sheets;
- Conference call or webinar recordings, notes, or transcripts;
- Reviewer comments and tracked changes within draft IPs or other related materials; and
- Email messages.

Members of the planning team do not have to be physically present during the process. Documentation of participation in webinars, conference calls, or surveys can be used to show their participation. The STOP IP should reference the documentation. However, only the Documentation of Collaboration form or a comparable document should be submitted with the IP. The rest of the documentation should remain on file and available in the event it is needed.

Documentation should also demonstrate meaningful participation in the planning process. For example, it can be helpful to provide evidence that each required participant was able to:

- Raise and discuss concerns and issues related to the discipline or community/population that he or she represented at the meeting(s);
- See and provide comments on the draft STOP IP;
- Receive a final copy of the IP; and
- Comment on whether the final IP adequately addressed concerns that the participant raised.

Letters of support, signed statements, or similar documentation can serve as evidence of participation in these key processes in STOP planning. It is recommended that any letters or statements be unique, rather than form letters that are identical or nearly so. If individuals offer input and assistance to the STOP administrator outside of the formal implementation planning process, it should be described here, as well.

- C. A summary of major concerns that were raised during the planning process and how they were addressed or why they were not addressed, which should be sent to the planning committee along with any draft implementation plan and the final plan.

In addition to describing the extent of each member's participation, the STOP IP should discuss major issues that were raised during the planning process and how these issues were resolved or why they could not be resolved.

**Example:** A planning team member raises an issue about the need to improve law enforcement investigation and arrest in stalking cases. The law enforcement representatives on the planning team stated that they believe that the State stalking statute needs clarification and amendment before they can effectively train officers. The STOP IP can identify this as an important issue and discuss how a bill might be developed during the next legislative session to address law enforcement concerns, and how the State domestic violence coalition, the State

sexual assault coalition, and other members of the planning team can assist with this process. An update can be included in the next full four-year IP and interim year updates (e.g., how the idea was generated, how the partners collaborated to draft the bill and seek sponsors, and implications of the new statute for STOP priorities, goals, objectives, and activities).

D. A description of consultation with other collaboration partners not included in the planning committee.

1. Sexual assault victim service providers.

2. Domestic violence victim service providers.

The consultation process may include other victim service providers, in addition to domestic violence and sexual assault providers.

VAWA defines “victim service provider” as a nonprofit, nongovernmental, or tribal organization, or rape crisis center, including a State or tribal coalition, that assists or advocates for domestic violence, dating violence, sexual assault, or stalking victims. The term includes domestic violence shelters, faith-based organizations, and other organizations, with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking. 34 U.S.C. § 12291(a)(43).

“Rape crisis center” is defined as a nonprofit, nongovernmental, or tribal organization, or governmental entity in a State other than a Territory that provides intervention and related assistance, as specified in 34 U.S.C. § 12511(b)(2)(C), to victims of sexual assault without regard to their age. In the case of a governmental entity, the entity may not be part of the criminal justice system (such as a law enforcement agency) and must be able to offer a comparable level of confidentiality as a nonprofit entity that provides similar victim services. 34 U.S.C. § 12291(a)(25).

3. All state and federally recognized tribes. Documentation must include a description of efforts to reach tribes and how tribes were meaningfully consulted.

All State- and Federally-recognized Tribes must be invited to participate in the planning process. While tribal coalitions, consortia, and other tribal organizations can serve as members of the “planning committee” (see II(B) for a list of the required planning committee members), these organizations cannot substitute for the inclusion of all Tribes as part of the larger consultation. See § 90.12 of the STOP/VAWA regulations.

**RESOURCE:** The **Tribal Consultation Worksheet**, a spreadsheet within the *STOP Planning Participation Workbook* (part of the ALSO STAAR Project’s [STOP Formula Grants Implementation Planning Template Packet](#)) can help with record-keeping on outreach to Tribes located within the State. The worksheet provides a place to record key information including:

- The names of each Tribe with which the State must consult and coordinate as part of the STOP planning process;
- Whether a Tribe is Federally-recognized, State-recognized, or both; and
- Allows for tracking of a number of key facts that are important to keep on file in the event OVW has questions about the way that the STOP planning process was conducted.

The Tribal Consultation Worksheet contains fields to record specific aspects of the tribal consultation process including:

- Name of Tribe;
- Whether the Tribe has Federal or State recognition;
- Names of initial contacts, how that individual was identified, why they were selected, whether that person serves as a victim advocate; and
- Outreach methods, dates, and results of contacts.

The Tribal Consultation Worksheet is part of the [Implementation Plan Template Packet](#). A PDF of the Worksheet is available at the STAAR Project website - however, the writable/fillable Excel workbook is not available for download. **To obtain a fillable workbook, contact [ALSOSTAARProjectTA@also-chicago.org](mailto:ALSOSTAARProjectTA@also-chicago.org).**

**RESOURCE:** [STOP FAQ #19](#), within the VAWA 2013 section, provides a definition of what it means to “meaningfully” consult with tribes, population-specific, and culturally specific organizations. “Meaningfully” means that the tribe or organization had a genuine opportunity to shape the direction of the STOP IP. It should be an ongoing effort at relationship-building, and not a one-time event. It should also be accessible for the people involved.

4. Population specific organizations, representatives from underserved populations, and culturally specific populations. The plan must include information on how the state selected and meaningfully consulted with the included organizations, including how the state considered both demographics and barriers/historical lack of access to services for each population.

List the population specific organizations, underserved populations, and culturally specific populations identified and included in the larger planning process consultation. Discuss the ways in which the State or Territory solicited input from the organizations and populations, and incorporated input into the planning process, and how it was synthesized into the final plan. Consider including a description of the ways in which the input from these groups shaped the priorities, goals, and objectives set by the planning committee, and how the input is represented in the final IP.

For information about demographic information regarding the population within the State or Territory, and how that information was used to identify underserved populations and culturally specific populations, the plan can cross-reference to [Section III \(Needs and Context\)](#).



See [II\(B\)\(8\)](#) for the definitions of “population specific,” “underserved,” and “culturally specific,” and the [Definitions](#) section at the end of this document.

**RESOURCE:** [STOP FAQ #16](#), within the VAWA 2013 section, explains that “most significant” underserved populations and culturally specific populations are different for each state. States must document in their IP how it was determined which underserved and culturally specific populations to include. [FAQ #19](#) in the VAWA 2013 section offers information on what it means to “meaningfully” consult with population-specific and culturally specific organizations.

5. Information on any others that were consulted but not part of the planning committee.

List any additional disciplines, populations, communities, and individuals that participated in the larger consultation process for the implementation plan. As in #4, above, provide information on how their input shaped the plan and how the input is represented within it.

E. A description of how the state coordinated this plan with the state plan for the Family Violence Prevention Services Act and the programs under the Victims of Crime Act and section 393A of the Public Health Service Act (Rape Prevention Education), including the impact of that coordination on the contents of the plan. (REQUIRED)

**RESOURCE:** For this element of the STOP IP, consult [STOP FAQ](#) question 13 (How should states coordinate their implementation plans with the state plans for the Family Violence Prevention and Services Act and the Victims of Crime Act and Rape Prevention Education Programs? How will states be expected to document this coordination?).

The purpose of this section is to show how the State or Territory is coordinating STOP efforts ensuring “greater diversity of projects funded and leverage efforts across the various funding streams.” 28 CFR § 90.12(b)(6).

The [Reference Documents](#) section of the *IP Tool* contains brief summaries of how these other programs allocate funds, and can help the STOP planning team to leverage resources, better address gaps in funding, and ensure that efforts are not duplicated. This section should describe this coordinating process and can include information such as the following:

- Information about contacts (or attempted contacts) with State or Territory personnel responsible for these grant programs within the State or Territory including emails, phone calls, or meetings;
- Whether the most recent STOP IP was shared with these individuals or information about the current planning process or draft IP;
- Whether copies of or information about the FVPSA, VOCA, and RPE plans were shared with STOP staff in the State or Territory. In some cases, there may not be a formal written plan that is similar to the STOP IP. In the

absence of a written plan, consider reviewing applications to these Federal grant programs, State or Territory RFPs, and other relevant documents that provide information about an overall vision for the State or Territory, goals, objectives, and funded activities; or

- Topics and issues discussed during conversations with FVPSA, VOCA, and RPE administrators, any meeting outcomes reached, and any conclusions about how input would be incorporated into the STOP IP (and how the other grant program plans will incorporate information about STOP, if appropriate).

It is helpful if the IP describes and cross-references to any sections within the STOP IP that incorporate comments and suggestions from FVPSA, VOCA, and RPE grant administrators.

Also, consider requesting data from these administrators that can help to fill in demographic and underserved population information in [Section III – Needs and Context](#).

F. A description of STOP planning activities that will occur on a regularly scheduled basis throughout the three-year period. (RECOMMENDED)

States and Territories are encouraged to meet with STOP planning team members on a regular basis to hear about ongoing challenges, emerging issues, and efforts that appear to be promising. This can help to keep all planning team members apprised of needs, challenges, and positive impacts around the State or Territory and foster a spirit of collaboration and cooperation among team members. Examples include:

- Annual or quarterly meetings or conference calls;
- Group and individual emails;
- Informational email blasts; and
- Annual updates on IP goals and objectives.

Hearing this kind of information on a regular basis – versus solely during the formal planning process – can provide information that encourages responsive adjustments including: updated priorities, project types, and assurances required in solicitation packages; new or amended special conditions in grant agreements; and new areas to be aware of in the context of grant management and monitoring.

### III. Needs and Context

The purpose of this section is to provide an overview of the context of domestic violence, dating violence, sexual assault, and stalking in the State or Territory. This is where the IP provides information about existing needs so that law enforcement, prosecutors, and courts can more effectively hold perpetrators accountable and treat victims appropriately, and for victim service providers to better address the needs of, and advocate on behalf of, victims. This section is important because it offers objective data about characteristics that are unique to that State or Territory and which, in turn, impact or affect how funds are used. This information helps the reader understand more about the State or Territory. It provides foundation and context for the information described in [Section IV](#): goals, objectives, priorities, and grant-making strategy, including the strategies developed to address the needs of underserved victims.

In terms of data, it is ideal to use information that is specific to the State or Territory, rather than citing national figures. The STOP planning committee, and administrators for FVPSA, RPE, and VOCA, can be a resource for information about State- or Territory-specific data sources. Ask planning committee members for suggestions about sources, and ways to obtain data that will be the most illustrative of the circumstances within the jurisdiction.

Suggested length: 3-5 pages.

- A. Demographic information regarding the population of the state derived from the most recent available United States Census Bureau data on race, ethnicity, age, disability, and limited English proficiency. (REQUIRED)

Demographic data can help to build a foundational context that supports the State or Territory's STOP priority areas, goals, and objectives. In addition to the required information on race, ethnicity, age, disability, and limited English proficiency, consider including the following types of data. This information can be particularly useful if it is cross-analyzed with the general population, and by sub-areas including rural and geographically isolated areas, urban, and suburban areas, and other geographic areas particular to the state or territory:

- Gender identity, sexual orientation and same-sex couples;
- Income, poverty, public benefits, and employment ;
- Education, educational attainment and literacy;
- Housing and homelessness; and
- Health and significant public health concerns.

These all provide context for the issues victims face on a day-to-day basis as well as the strengths and needs of those that work to protect them. U.S. Census information can be found at [www.census.gov](http://www.census.gov).

B. Description of the methods used to identify underserved populations within the state and the results of those methods, including demographic data on the distribution of underserved populations within the state. (REQUIRED)

When identifying underserved populations in the State or Territory, be familiar with the definitions for “Underserved Population” and “Culturally Specific.” See section [II\(B\)\(8\)](#) for the definitions of these terms, or the [Definitions](#) section of this document.

FVPSA, VOCA, and RPE grant administrators can provide (see [Section II – Description of Planning Process](#)) data about State/Territory demographics and underserved populations that can help to meet the requirements of this section. Some of this information may also be available in census figures. Consulting with [population specific organizations](#) and [culturally specific services](#) organizations can provide direction and information about communities living in the State or Territory that may not be contained in census data (e.g., recent immigrants, migrant workers).

When identifying underserved populations, consider showing where the need for services is greatest because domestic violence, dating violence, sexual assault, or stalking victim services are unavailable or inaccessible. Services may be inaccessible due to factors including:

- Location of services (e.g., geographic features or proximity make services hard to reach);
- Lack of available transportation to reach services;
- Barriers to identifying, accessing, or receiving services for individuals with disabilities;
- Limited service hours;
- Language barriers for limited English proficient individuals; or
- Lack of culturally welcoming approaches, facilities, or staff.

**RESOURCE:** [STOP FAQ #16](#), within the VAWA 2013 section, provides guidance on documenting the process used to determine which underserved and culturally specific populations to include. Demographic information and barriers to service should be considered, as well as the groups that may be absent from common sources of demographic data.

C. State/Territory criminal justice and court data pertaining to domestic violence, sexual assault, dating violence and stalking (e.g., incidence of sexual assault, domestic violence-related crimes, violations of protection orders, domestic violence homicides, stalking, dual arrests; issuance of *ex parte* and final domestic violence, dating violence, and sexual assault protection orders, and stalking orders). (RECOMMENDED)

These statistics can help to identify information about how law enforcement, prosecutors, and courts are holding offenders criminally and civilly accountable; whether victims are turning to the civil legal system for remedies; and

quantitative protection order information. Taken in combination with the demographic information, criminal justice and court data can help to provide guidance on the STOP purpose areas on which the State or Territory should focus. This, in turn, can help the planning committee to determine the jurisdiction's priority issues, and to outline goals and objectives for the four-year period. This information can also be critical when developing and formulating solicitation packages. For example, the solicitation can provide descriptions of the types of projects that the State or Territory will fund to target specific gaps and needs.

To clearly illustrate State or Territory needs, it can be useful to display victimization, arrest, charging, and/or conviction data that is cross-analyzed with demographic data including age, race, gender, ethnicity, county, region, and urban vs. rural.

Obtaining both quantitative and qualitative/narrative data may be helpful in illustrating the incidence, breadth, scope, and impact of domestic violence, dating violence, sexual assault, and stalking in the State or Territory.

Possible sources for quantitative data include:

- State or Territorial agencies (e.g., Department of Children and Family Services, Labor, Education, Health, etc.);
- Law enforcement agencies;
- Courts or the Administrative Office of Courts;
- Attorney General's office;
- State or Territory sexual assault and domestic coalitions;
- Population specific organizations;
- Tribal sexual assault and domestic violence coalitions; and
- Tribal government offices including prosecutors' offices, tribal police departments, and tribal courts.

It can be helpful to request qualitative information from additional sources in order to highlight needs. If members of the planning team have data from any of the following, consider reviewing it and including some to provide further demonstration of need and to provide a context for [Section IV](#) of the STOP IP:

- State domestic violence and sexual assault coalition data from member programs and statewide data collection efforts;
- Single discipline, multidisciplinary, or victim/survivor focus groups;
- Community hearings and other forums;
- Listening sessions;
- Statewide or local surveys, assessments, or impact evaluations; and
- Information supplied by subgrantees.

The IP should describe domestic violence, dating violence, sexual assault, and stalking laws or policies that have directly impacted the direction of the STOP IP.

**Example:** A new law that mandates training for law enforcement, prosecutors, or judges in one or more of the four crime areas would be important to include, particularly if STOP funds could assist in developing and implementing training programs.

A brief description of non-STOP-funded efforts in the jurisdiction and resources devoted to addressing any of the four crime areas can also help to illustrate the context for STOP funded programming, and how it dovetails with other initiatives and programming. This can include State or Territory initiatives that are implemented by FVPSA, RPE, VOCA; other State or Territory programs; and work that is implemented by community organizations.

The [ALSO STAAR Project](#) can help with identifying data sources, if needed. [ALSOSTAARProjectTA@also-chicago.org](mailto:ALSOSTAARProjectTA@also-chicago.org).

## IV. Plan Priorities and Approaches

The purpose of this section is to outline the specific priorities for the State or Territory's STOP grant program and to describe the approaches that the planning team has decided to implement. This is the portion of the STOP IP that explains what will be done with STOP subgrant funds. It is divided into four subsections:

- Identified Goals
- Priority Areas
- Grant-making Strategy and
- Addressing the Needs of Underserved Victims

It can be helpful to use bulleted lists, charts, and graphs, to communicate categories of information, where appropriate, to enable readers to easily find the required elements and main points. When doing this, be sure to explain which of the IP elements are being addressed in a section or graphic.

Suggested length: 10-15 pages.

### A. Identified Goals

#### (1) Concise description of current project goals and objectives. (REQUIRED)

**Goals** are broad statements of what the State or Territory intends to achieve during the four-year plan period. Avoid creating goals that are overly broad. They should correspond to the needs and context articulated in Section III, and supported by data. Examples of goals that might be too expansive are: "Address the needs of sexual assault victims in the State," "Eradicate domestic violence," or "Decrease the incidence of stalking." Instead, ensure that goals are grounded in the information offered in [Section III](#).

While not required, it is useful to indicate the [STOP statutory purpose areas](#) to

which the goals and objectives relate.

Two examples of ways to think about formulating goals are provided below:

**Goal Example 1:** [Section III](#) of the STOP IP states that many of the smaller, rural law enforcement departments in the State make arrests for violation of a protection order only 20% of the time that an arrestable violation is reported and where probable cause likely existed. It also states that when an arrest of the respondent is made, officers frequently arrest the petitioner, particularly when the parties are the same gender or one or both parties are transgender. The IP notes that training on domestic violence is provided to officers when they are in the police academy, but law enforcement planning committee members stated that departmental in-service training on policies and standard operating procedures on this subject matter is rarely provided. An example of an appropriate goal intended to address this gap could be: “Increase officer understanding of and compliance with state and local laws, statewide and departmental policies, and procedures related to the enforcement of domestic violence laws and protection orders, including when the parties are the same gender or one or both parties are transgender.” This goal is tied to information that was supplied and identified as a gap by the planning committee, and is intended to address a need articulated in Section III.

**Goal Example 2:** Section III states that survivors of sexual violence who are members of specific immigrant communities within urban centers in the State are unlikely to seek advocacy and assistance at established community-based sexual violence programs. An example of a related goal could be: “Ensure that, within urban areas, culturally welcoming and competent advocacy and assistance are available and accessible to survivors from immigrant communities.”

**Objectives** should relate directly to the needs stated earlier in the plan, should advance goals, and be intended to lead to specific and measurable results that achievable within a specific period of time. One model for creating objectives is the S.M.A.R.T. + C model,<sup>7</sup> which means that objectives should be:

Specific

Measurable

Achievable

Relevant

Timed

Challenging

**Examples** (continuing with the goals examples used above):

Objectives Example 1:

**Goal:** Increase officer understanding of and compliance with state and local laws, statewide and departmental policies, and procedures related to the

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<sup>7</sup> See [Community Tool Box, Chapter 8, Section 3](#).

enforcement of domestic violence laws and protection orders, including when the parties are the same gender, or one or both parties are transgender.

**Objective A:** Provide training to 25 rural police departments on State domestic violence and dating violence laws, especially concerning protection order enforcement, compliance with policies and procedures, and the application of them in cases in which the parties are the same gender or at least one party is transgender.

**Objective B:** Make individualized follow-up technical assistance available to the rural police departments that received training for a minimum of twelve months following the training.

**Objective C:** Develop draft legislation concerning dual arrest and arrest of survivors, including those who are the same gender as the perpetrator, and when one or both of the parties are transgender.

**Objective D:** Develop a statewide model law enforcement policy that includes best practice law enforcement responses, and create a plan for disseminating and providing training on the policy, and promoting its adoption by county and local law enforcement.

Objectives Example 2:

**Goal:** Ensure that culturally welcoming and competent advocacy and assistance are available and accessible to sexual assault and trafficking survivors from immigrant communities.

**Objective A:** Beginning in year one, the State sexual assault coalition will seek and support partnerships with immigrant community advocates, groups, and leaders for the purpose of developing approaches and practices that increase the availability and accessibility of culturally welcoming sexual assault and trafficking advocacy and assistance for immigrant survivors.

**Objective B:** By the end of year 2, advocates will see a 25% increase in the number of immigrant sexual assault and trafficking survivors that they assist.

**Objective C:** By the end of year 3, 60% of immigrant clients will report that the advocacy and services that they sought and/or received were culturally competent, felt welcoming, and were accessible by them.

**Objective D:** By the end of year 4, 90% of immigrant clients will report that the advocacy and services they sought and/or received were culturally competent, felt welcoming, and were accessible by them.



- (2) Goals and objectives for reducing domestic violence-related homicides within the state, including available statistics on the rates of domestic violence homicides within the state and challenges specific to the state and how the plan can overcome them. (REQUIRED)

VAWA 2013 requires that States provide specific goals and objectives for reducing domestic violence homicides. This section should include data on domestic violence homicides in the state and changes in that data since the last STOP IP was finalized. The 2016 STOP regulations require that the consultation process include discussion about how accurate domestic violence homicide statistics are: “As part of the State’s consultation with law enforcement, prosecution, and victim service providers, the State and these entities should discuss and document the perceived accuracy of these statistics and the best ways to address domestic violence homicide.” 28 CFR § 90.12(f)(2). It is helpful to include text in the IP that describes how accurate the planning committee perceived the domestic violence homicide data to be, and why it does or does not provide a complete picture of DV homicides committed in the state or territory. Describe the conclusions reached by the majority of the planning committee, and any support that was provided for those conclusions, as well as the conclusions and rationale of those who disagreed.

The section should discuss challenges that are specific to the state, as well. For example, one challenge may be the lack of statewide or uniform domestic violence policies, and the absence of goals and objectives for reducing homicides.

Example of a goal and corresponding objectives for reducing domestic violence homicide:

[Section III](#) of the IP states that the majority of first responders do not conduct risk assessments when responding to domestic violence incidents.

**Goal:** Ensure that all first responders utilize an approved, jurisdiction-specific risk assessment tool when responding to domestic violence incidents, and follow all corresponding protocols.

**Objective 1:** By the end of year three, all STOP funded law enforcement agencies will utilize risk assessments for domestic violence incidents and respond accordingly.

**Objective 2:** By the end of year three, all STOP-funded victim advocates will utilize risk assessments with domestic and sexual violence survivors and respond accordingly.

**Objective 3:** By the end of year three, all STOP-funded subgrantees will have trained Coordinated Community Response Teams on use of the risk assessment tool and corresponding protocols.

The [ALSO STAAR Project](#) can help with identifying goals and objectives for this

section, based on the State or Territory’s identified needs.  
[ALSOSTAARProjectTA@also-chicago.org](mailto:ALSOSTAARProjectTA@also-chicago.org)

## B. Priority Areas

- (1) Narrative about the priorities or goals the state has set regarding how STOP funds will be used. (REQUIRED)

This section will provide a narrative context for the goals and objectives of the plan. Priorities can often be determined during the planning process, when members of the planning committee indicate their top areas of concern. If the in-person planning process did not incorporate this type of input, consider sending an informal survey to planning team members that lists the issues or topics raised, and ask members to rate the top 5 or 10 priority areas.

The topics included in this section should be closely tied to the goals and objectives of the plan, and should all fall into one or more of the [STOP statutory purpose areas](#). Note that it is not mandatory for the IP to address all of the STOP purpose areas or to address different priority areas than those that were included in prior STOP IPs. Rather, the list of 20 purpose areas provides a broad range of allowable options for implementation of STOP funds. Each State and Territory has the discretion to determine which areas to address based on identified needs and strengths. Keep in mind that it is possible for a subgrantee project to address more than one purpose area.

**Example** (following Objectives Example 2 in [IV\(A\)\(1\)](#)):

The following State priorities address STOP purpose areas 5, 10, and 16:

- Provide access to culturally appropriate, competent, and welcoming services and advocacy for immigrant survivors of sexual assault;
- Ensure effective handling of cases by law enforcement and prosecution and appropriate treatment of sexual assault survivors;
- Provide legal assistance to address sexual assault survivors’ immigration issues.

- a. If the state plans to address the “Crystal Judson” purpose area, include narrative on providing the required training. (REQUIRED)
- b. If the state does not plan to use the “Crystal Judson” purpose area, include a note to this effect. (REQUIRED)

If the State or Territory will offer funding under STOP purpose area 13, known as the Crystal Judson Domestic Violence Protocol Program, there are specific requirements for training of law enforcement to which the State or Territory and subgrantee program(s) must adhere. See [STOP purpose area 13](#) for details.

- (2) General description of the types of programs and projects that will be supported with STOP dollars. (REQUIRED)

Consider using tables, charts, graphics, or a bulleted listing to describe eligible entities, service areas, and the types of projects that will be considered for funding.

- (3) A description of how the funds will be distributed across the law enforcement, prosecution, courts, victim services, and discretionary allocation categories. (REQUIRED)

See [information about STOP funding allocation categories](#) within the [STOP Formula Grants Program Purpose of Program and Grant Funds](#) resource near the end of this document.

Provide information about the way that the State or Territory plans to award funds to the required disciplines. This can be done in a number of different ways including:

- A simple statement that the allocations match the statutory allocation percentages for law enforcement, prosecution, victim services, courts, and discretionary programs; or
- A chart that shows these percentages along with other required information such as the types of programs and projects that are being funded and/or the program purpose areas that the programs address.

- (4) Documentation (REQUIRED) from:

- ◆ prosecution,
- ◆ law enforcement,
- ◆ court, and
- ◆ victim services programs to be assisted, describing:
  - a. the need for the grant funds;
  - b. the intended use of the grant funds;
  - c. the expected result of the grant funds; and
  - d. the demographic characteristics of the population to be served including age, disability, race, ethnicity, and language background.

The information provided in this section is similar to what is often contained in a Memorandum of Understanding among collaborating partners. It may be included in the form of letters from current grantees or State- or Territory-wide organizations representing prosecution, law enforcement, courts and victims services who are able to comment on the intended use of grant funds.

Example:

A State sexual assault coalition could provide a letter to the STOP administrator that:

- Describes the need for sexual assault response teams (SARTs) to focus more

attention on the economic security and safety of survivors and see SARTs as vehicles to train and implement this initiative (need for the grant funds);

- Provides details about how the coalition will use STOP funds for SARTs to increase victim/survivor economic safety and security (intended and expected use of the grant funds);
- Discusses the expected results (e.g., greater restitution awards, increased crimes compensation payments, and victims remaining employed or in school due to increased advocate and system support and assistance); and
- Offers information on the demographics of the areas that will be served by the local SARTs, which includes college and university students, as well as underserved populations (demographic characteristics of the population to be served).

(5) Information on how the state plans to meet the sexual assault set-aside, including how the state will ensure the funds are allocated for programs or projects in 2 or more allocations (law enforcement, prosecution, victim services, and courts). (REQUIRED)

The sexual assault set-aside was first addressed in STOP IPs in 2014. At that time, States and Territories had until March 7, 2016, to comply with the requirement. The sexual assault set-aside provision states that “not less than 20 percent of the total amount granted to a state under this subchapter shall be allocated to programs or projects in 2 or more allocations that meaningfully address sexual assault, including stranger rape, acquaintance rape, alcohol or drug-facilitated rape, and rape within the context of an intimate partner relationship.” 34 U.S.C. § 10446(c)(5).

In terms of how States and Territories can “meaningfully address” sexual assault, the STOP regulations advise: “States should evaluate whether the interventions are tailored to meet the specific needs of sexual assault victims including ensuring that projects funded under the set aside have a legitimate focus on sexual assault and that personnel funded under such projects have sufficient expertise and experience on sexual assault.” 28 CFR § 90.11(4).

**RESOURCE:** See the following [STOP FAQ](#) questions, within the VAWA 2013 section: 9 (What is the new sexual assault set aside requirement?), 10 (What is the compliance deadline for the new sexual assault set aside?), and 11 (How can states ensure that the projects funded under the set aside “meaningfully” address sexual assault?). See also FAQ #14 within the Allocation Issues section for guidance on how the 20 percent set-aside is calculated.

Possibilities for projects that meaningfully address sexual assault include:

- Developing and supporting Sexual Assault Response Teams (SARTs) and Sexual Assault Nurse Examiner (SANE) programs;
- Developing or expanding sexual assault victim services, especially services targeting underserved populations;
- Developing or expanding specialized sex crimes units in law enforcement or

- prosecution agencies;
- Developing and promoting legislation or policies that enhance best practices in sexual assault cases; and
- Training, policy, and protocol development for law enforcement, prosecution, victim services, and the courts.

**RESOURCE:** The [ALSO STAAR TA Project](#) can provide additional tailored assistance on this, including facilitating connections with OVW TA provider organizations with expertise in these areas. [ALSOSTAARProjectTA@also-chicago.org](mailto:ALSOSTAARProjectTA@also-chicago.org).

### C. Grant-making Strategy

The purpose of this section is to describe plans for allocating STOP funds within the State or Territory. It demonstrates how grant-making decisions are tailored to address the State or Territory needs, goals, and objectives. Maps or charts can be useful ways to clearly communicate how funds will be distributed throughout the jurisdiction.

- (1) A description of how the State will address the needs of sexual assault victims, domestic violence victims, dating violence victims, and stalking victims, as well as how the State will hold offenders who commit each of these crimes accountable. (REQUIRED)

This section should provide information about how the intended uses and expected results discussed in documentation from the four disciplines (prosecution, law enforcement, courts, and victim services; see [IV\(B\)\(4\)](#)) will address the needs of victims of domestic and dating violence, sexual assault, and stalking. It can be helpful to provide cross-references to any on-point descriptions of how the funds will address victim needs that are articulated in other sections of the IP including:

- Descriptions of needs and gaps identified by the planning committee and articulated by the larger consultation;
- Goals and objectives listed in [IV\(A\)](#);
- Priorities or goals included in [IV\(B\)\(1\)](#); and
- Types of programs and projects described in [IV\(B\)\(2\)](#); and
- Documentation from the four disciplines (prosecution, law enforcement, courts, and victim services) that describes the demographic characteristics of the populations to be served [IV\(B\)\(4\)\(d\)](#).

Be sure to explain the connection among goals, objectives, project types, etc. and how they address victim needs. This helps to ensure that readers have clarity on the connections to victim needs and the rationales for the decisions the STOP administering agency and the planning committee made about the use of STOP funds.

- (2) A description of how the state will give priority to areas of varying geographic size with the greatest showing of need based on the availability of existing domestic violence, dating violence, sexual assault and stalking programs. (REQUIRED)

In this section, it can be helpful to refer back to [Section III \(Needs and Context\)](#) if information has been included in that section regarding advocacy and services available in geographic areas around the State or Territory. Those areas that have fewer victim services programs can be prioritized for funding. This information can be linked with [Section III\(B\)](#), if the State or Territory has identified as underserved those individuals who are located far from appropriate and accessible services and advocacy. This can apply to rural and isolated areas that include Indian tribal lands, which are often located in geographically remote areas – particularly if comprehensive advocacy and services do not exist within the tribal jurisdiction. In urban areas, it may apply to particular neighborhoods that are located far from victim service programs, or areas that do not have access to culturally specific, competent, appropriate, or welcoming victim services for the communities that live in them.

- (3) A description of how the state will determine the amount of subgrants based on the population and geographic area to be served. (REQUIRED)

Provide information about how STOP funding decisions will be made in light of population distribution and geographic areas within the State or Territory. If the jurisdiction is divided into regions for purposes of grant administration, based on population and geographic size, it may be helpful to illustrate this with a map, and also to reference information contained in [Section III \(Needs and Context\)](#).

- (4) A description of how the state will equitably distribute monies on a geographic basis including nonurban and rural areas of various geographic size. (REQUIRED)

In this section, provide an outline of the strategy for allocating funds around the jurisdiction. For example, if the State or Territory bases its grant-making decisions primarily on population distribution and density, service areas, and/or availability of services (including culturally welcoming and accessible victim services), provide specific information about these factors here. If the jurisdiction applies a formula, explain the formula and how it is used.

- (5) Description of methods to be used for solicitation/review of proposals and selection of subgrant projects and for which sectors these methods apply, including whether the process will be competitive and whether the state plans to use pass-through administration for any or all categories of subgrants. (REQUIRED)

Provide information here about the request for proposals (RFP) that will be used to solicit applications for funding, whether more than one RFP will be distributed around the State or Territory (e.g., if RFPs will be disseminated that are tailored to each discipline in the funding allocation categories), and the type of information that will be requested in the RFP, including eligibility for funding and the types of programs for which funds will be awarded. If a consolidated RFP is used for STOP funds and one or more other Federal or State/Territory

grant programs, provide information about the RFP and how this works. If funds are sole-sourced or if they are allocated based on a formula, describe this here, too.

Information about review and funding decision processes can include:

- The way that proposals are reviewed, including who reviews the proposals and the number of reviewers that are assigned to each proposal;
- Any training provided to the reviewers;
- How conflicts of interest are addressed;
- The proposal score sheet (it is helpful to include the score sheet as an attachment);
- How scores figure into the funding decision-making process; and
- How final decisions are made (including who makes them).

Indicate if there are differences in the review of proposals or awards for any of the disciplines/STOP funding categories. For example, are there different RFPs, score sheets, review processes, or grant agreement conditions for any of the disciplines?

Indicate whether funds are awarded based on a competitive process. If multiple RFPs are used to award STOP funds, indicate which of these are competitive. If subgrants are competitive in the first year and noncompetitive thereafter, describe the process and how many funding cycles are noncompetitive after the initial competitive process.

If the STOP administering agency will utilize pass-through administration for any of the funding allocation categories, indicate:

- Which categories will pass through the entity;
- Describe the process through which the entity will administer the funds; and
- Provide information about the main provisions of the agreement through which the STOP administering agency designated the entity as a pass-through.

The STOP regulations reiterate that the STOP administering agency has discretion to structure the administration of STOP funds, but that States that use a pass-through entity must ensure that:

- The total administrative and training costs for the State and pass-through entity must not exceed the limit set in 28 CFR § 90.17(b) (see below);
- Subgrantee reporting must be equivalent to what would be provided if the State directly oversaw subgrant activities; and
- There is an effective system for monitoring sub-awards.

28 CFR § 90.11(d).

Section 90.17(b) of the STOP regulations, which covers administrative costs, reiterates that States may use up to ten percent of the award amount for each allocation category (i.e., law enforcement, prosecution, courts, victim services,

and discretionary) to cover administrative costs. The section also sets out limits on the ways that the administrative funds can be used.

(6) A timeline for the STOP grant cycle. (REQUIRED)

Provide STOP grant program dates for significant grant cycle events that will give the reader an understanding of how funds are allocated, awarded, spent by subgrantees and the STOP administering agency, and monitored over the life of each fiscal year. Provide estimates for dates. Include the following points and any others not listed here:

- Notification of the availability of funds;
- Distribution of the solicitation packages;
- Applicant or community outreach including bidders' conferences, question-and-answer periods, conference calls, and webinars;
- Application due date and review period;
- Award notification;
- Any new grantee events (e.g., grantee orientation, kick-off events, or grantee trainings);
- Grant monitoring activities;
- Progress reporting activities; and
- Grant close-out.

(7) Whether STOP subgrant projects will be funded on a multiple- or single-year basis. (REQUIRED)

Indicate the length of the project period for the STOP subgrants, and whether there are differences depending on discipline, funding allocation category, or project type. This information can be included within a listing of current subgrantees that may be included as part of [Section IV\(C\)\(10\)](#).

(8) A description of how the state will ensure that any subgrantees will consult with victim service providers during the course of developing their grant applications in order to ensure that the proposed activities are designed to promote the safety, confidentiality, and economic independence of victims. (REQUIRED)

This element might be addressed by including language that will be incorporated into all STOP subgrant solicitations requiring that all non-victim service applicants provide letters of support or memoranda of understanding (MOUs) that document how local or State/Territory-wide victim service providers worked with the applicant to ensure that all funded work will promote safety, confidentiality, and economic independence of survivors. Specific guidance can be included in the RFP(s) as well as in subgrant agreements.

It can be helpful to reference the information contained in [Section IV\(C\)\(1\)](#), which describes how the State or Territory will address the needs of victims.

**RESOURCE:** For assistance with developing ways to ensure that the



requirements in this section of the STOP IP will be met, contact the [ALSO STAAR TA Project. ALSOSTAARProjectTA@also-chicago.org](mailto:ALSOSTAARProjectTA@also-chicago.org).

(9) A description of how the State will ensure that eligible entities are aware of funding opportunities, including projects serving underserved populations. (REQUIRED)

This section should discuss efforts that the STOP administering agency will undertake to provide notification of the availability of STOP funds. It can be helpful to include as many details as possible about outreach processes and mechanisms including:

- Email blasts sent to current and past subgrantees;
- Notification on the STOP administering agency website;
- Written notifications or in-person presentations to professional associations including those for law enforcement, prosecution, judiciary, attorneys, and others;
- Emails and letters sent to entities that have never received a STOP subgrant;
- Public meetings and bidders' conferences; and
- Newspaper, television, or Internet advertisements, including ads targeting culturally specific populations.

For the methods and media listed, indicate the types of entities, populations, or communities that are targeted; why the particular method was chosen; whether any of the methods have not been used before; and approximately how many agencies, organizations, or individuals will be reached through each method.

It can also be helpful to indicate whether there are populations or communities within the State or Territory that are challenging to reach, and any additional efforts to notify them of the availability of STOP funds.

(10) Information on projects that the state plans to fund, if known. (REQUIRED)

In this section, describe in as much detail as possible the general types of projects that the STOP administering agency will support with STOP dollars. It can be helpful to organize these by funding allocation category (e.g., law enforcement, prosecution, courts, victim services, and discretionary). For each project offer a synopsis of the type of work that will be done; which STOP purpose areas, priorities, goals, and objectives it will address; what are the intended and expected outcomes; and how the project will address victim needs and/or hold offenders accountable (reference [Section IV\(C\)\(1\)](#) here, if helpful or necessary). If any subgrantee entities are already known, identify them, and briefly indicate how the planned work will build upon prior STOP-funded accomplishments.

D. Addressing the Needs of Underserved Victims

(1) Description of how the state will recognize and address the needs of underserved

populations as defined by the Violence Against Women Act (VAWA) 2013. This includes information on how the State plans to meet the needs of the identified underserved populations, including, but not limited to, culturally specific populations, victims who are underserved because of sexual orientation or gender identity, and victims with limited English proficiency. (REQUIRED)

When completing this section, consult the definition of [underserved population](#) that is included in VAWA 2013. The definition is broadly inclusive of populations that are underserved for a wide variety of reasons. It can be helpful to cross reference to STOP IP [Section III \(Needs and Context\)](#), where demographic data about the distribution of underserved populations in the State or Territory should be included. [Section IV\(C\)\(1\)](#) may also be referenced if it contains details about how the State or Territory will address the needs of victims who identify as members of particular underserved communities.

Based on the identified needs and the distribution around the jurisdiction, indicate how STOP funds will address the needs of underserved populations, and how they will ensure that services and advocacy are available, welcoming, and accessible. Identify the specific underserved populations, communities, and geographic areas that will be targeted including those who are underserved because of sexual orientation, gender identity, and limited English proficiency.

The section could also include information about:

- How the solicitation was distributed to culturally specific organizations and population specific organizations assisting underserved populations;
- Subgrant solicitations that indicate the availability of funding to address the needs of specific underserved populations, including culturally specific community-targeted solicitations;
- Any planned support for subgrantees that are working address the needs of underserved populations, including culturally specific organizations ;
- Other activities that the STOP administering agency will undertake for the purpose of addressing the needs of underserved populations or supporting culturally specific subgrantee organizations. For example, the State or Territory may indicate that it will increase representation from underserved communities in activities throughout the grant cycle including grant application review and funding recommendation meetings.

- (2) Specifics on how the state plans to meet the set aside for culturally specific community based organizations, including a description of how the State will reach out to community-based organizations that provide linguistically and culturally specific services. (REQUIRED)

**RESOURCE:** For this section, consult the VAWA definition of [culturally specific services](#) and the following [STOP FAQ](#) questions within the Allocation Issues section: 10 (What type of agencies can receive funds under the 10 percent set aside within victim services for “culturally specific community-based organization?”), 12 (What victim populations may be served under the set aside

for culturally specific community-based organizations?), and 13 (Can other underserved populations, such as Deaf victims, LGBT victims, and religious minorities be served with the culturally specific set aside?).

Provide information about how the State or Territory has conducted outreach to organizations providing culturally specific or linguistically specific services. Indicate whether the outreach resulted in identification of culturally specific services that are present within the jurisdiction, the populations and communities that they serve, and whether they may be able to serve as victim service subgrantees that can address the needs of victims of domestic violence, dating violence, sexual assault, and/or stalking. If any of the culturally specific organizations do not have primary expertise in advocacy for those crime areas, indicate if the State or Territory will consider funding subgrants that are based on a partnership between an established victim service program and the culturally specific organization. It can be useful to indicate whether support and program development from the STOP administering agency, or a technical assistance provider, will be built in to support new culturally specific community-based programs during the project period.

- (3) A description of how the state will ensure that monies set aside to fund culturally specific services and activities for underserved populations are distributed equitably among those populations. (REQUIRED)

Provide information for how the State/Territory arrived at the decisions to award funding that focuses on certain culturally specific populations and underserved populations, and how it represents a fair and equitable way of addressing the needs of these groups within the jurisdiction. It can be helpful to reference the following related sections: II(D)(4) (information on how the state selected and meaningfully consulted with the included organizations, including how the state considered both demographics and barriers/historical lack of access to services for each population) and III(B) (description of the methods used to identify underserved populations within the state and the results of those methods).

- (4) Specific information as to which subgrantees meet the required 10% set aside for culturally specific organizations within the victim services allocation (if known). (REQUIRED)

This section should provide information about the awards made to culturally specific services.

**RESOURCE:** For guidance on this element, see the following [STOP FAQ](#) questions within the Allocation Issues section: 10 (What type of agencies can receive funds under the 10 percent set aside within victim services for “culturally specific community-based organizations?”), 12 (What victim populations may be served under the set aside for culturally specific community-based organizations?), and 13 (Can other underserved populations, such as Deaf victims, LGBT victims, and religious minorities be served with the culturally specific set aside?). It is helpful to offer details about the organizations, the

communities that they serve, their location within the State or Territory, and the activities that will be funded, if this is known.

#### E. Subgrantee Management, Monitoring, and Assessment (RECOMMENDED)

While it is not a required part of the IP, it can be helpful to include descriptions of how STOP administrative staff will manage and monitor the fiscal and programmatic activities of subgrantees. It can also be useful to summarize how subgrantee efforts will be assessed, how that information will be utilized to enhance and improve programming, and any formal evaluations that are planned.

Suggestions for information to provide in this section are:

- Information about grantee orientations or kick-off events to begin the project period, as well as program development and capacity-building technical assistance that will be offered throughout the project period.
- The general monitoring plan for new and continuing subgrantees, and a monitoring timeline including budget and report reviews, desk reviews, regular phone calls or email communications, site visits, or other types of monitoring that will be employed.
- Details as possible on the types of programmatic questions that are asked on site visits and similar monitoring processes, and indicate how the State or Territory tailors its monitoring to each funding allocation category (e.g., law enforcement, prosecution, courts, victim services) and the type of project being undertaken with STOP funds.
- A description of how STOP administrative staff will assess the effectiveness of subgrantee projects (including whether and how subgrantees will be required to incorporate self-assessment processes into their work) and how assessment information will be used.
- Information about any statewide or local evaluations of STOP-funded projects that are planned for the four-year STOP IP period and any data that will be tracked as an indicator of program success (e.g., if a subgrantee will be addressing a backlog of sexual assault evidence kits, data could be tracked on the number of untested kits at the beginning of the project period, the number of kits that were tested during the project period, the number of cases closed after testing, the number of offender “hits,” etc.).
- How meaningful collaboration will take place between victim service programs and criminal justice system agencies (e.g., through the adoption of cooperative agreements or memoranda of understanding) and how these will be monitored by the STOP administering agency.
- Whether a State- or Territory-wide evaluation will be used to look at all STOP-funded programs, or a particular sub-group of programs (e.g., programs that primarily address the needs of one or more underserved communities).
- If an evaluation will take place, descriptions of the type of evaluation that will be employed (e.g., impact evaluation, which measures whether a project achieved what it wanted to achieve; process evaluation, which supplies

information about how a project operates and documents the funded processes and activities).

For assistance, contact the [ALSO STAAR Project](#).  
[ALSOSTAARProjectTA@also-chicago.org](mailto:ALSOSTAARProjectTA@also-chicago.org).

**RESOURCE:** The [STOP FAQ](#) section on Subgrant Management Issues provides guidance on a number of subgrant management and monitoring issues.

## V. Conclusion

(RECOMMENDED)

The purpose of this section is to provide a brief summary or wrap-up of the IP and to highlight major points. This section is optional but is recommended because it can help to increase the general cohesiveness and clarity of the plan. It can also consolidate the most significant pieces of information about the STOP IP into one section for quick reference.

Suggested length: 1-2 pages

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# Assessing the STOP Planning Process

It is a good idea to continually examine the processes and outcomes of each STOP planning period. Taking a step back to assess the work of the planning team can clarify the need for changes to grant-making strategies; priorities, goals, or objectives; or the planning process itself. It can also help the STOP administrator and the planning team to feel confident about the plan that they are creating or have completed, the processes that were used, and the conclusions reached. Below is a brief and non-exhaustive set of STOP IP self-assessment questions to consider with the planning team before, during, or after the planning process.

## **Planning Committee and Full Consultation Inclusivity**

- ❖ Has the State or Territory met the statutory and regulatory requirements for inclusion in the planning committee and the larger consultation? Has it also sought and received input from any others who were not required to be on the planning committee or larger consultation, but who have valuable information and insights to share?
- ❖ If outreach to certain groups or individuals has so far been unsuccessful, what can be done to ensure responsiveness by all parties and lay a foundation that will support meaningful inclusion in processes; candid dialogue about topics and issues affecting communities, systems, and survivors; regular communications; and collegial working relationships?

## **Structuring the Process**

- ❖ How can the planning process be structured, and how can planning committee members communicate with one another before, during, and after the formal planning period?
- ❖ Should the planning committee should be a permanent part of STOP program work in the State or Territory? Can administrative funds be used to secure support staff and cover other planning committee expenses?
- ❖ Did the process used to develop previous STOP IPs work well, or should it be modified during the ongoing planning period or the next one? Did in-person meetings work well, or can the committee utilize technology more to communicate and review materials while minimizing costs?
- ❖ What kinds of resources were identified and consulted to develop the current STOP IP? Did they supply useful information or are better sources available? Consider reviewing research articles, treatises, and other reliable materials before discussing programmatic options with the planning team and making decisions about goals, objectives, and grant-funded activities.

## **Planning Committee Member Roles**

- ❖ Are planning committee members utilized to the fullest potential? Are there possibilities for further contributions? For example, can members assist with survey development, RFP creation, proposal review, award decision-making, and STOP certification compliance?
- ❖ Have potential funding conflicts of interest been appropriately addressed during planning and award processes? Should policies and procedures be developed and incorporated or modified to ensure that all decisions are the product of an objective process?

## **Funding Strategy**

- ❖ Does the STOP IP dovetail with and leverage other related funding sources – both Federal and State?
- ❖ Has the State or Territory funded any jurisdiction-wide projects? For example, have STOP funds been used to support a statewide multidisciplinary training program or the development of a Territory-wide law enforcement policy?

## **Grant Management and Monitoring**

- ❖ Does the STOP IP consider the ways in which STOP subgrantees will be managed and monitored, and whether those methods will provide a clear picture of funds expenditure, subgrantee activities, and whether subgrantees are adequately progressing towards project goals and objectives?

## **Meeting STOP IP Requirements**

- ❖ What were the areas in the previous STOP IPs, if any, on which OVW requested clarification or additional information? Does the current final STOP IP or one in development anticipate and adequately address those questions?

*Technical assistance from the [ALSO STAAR Project](#) is available to help with the development of implementation planning strategies. [ALSOSTAARProjectTA@also-chicago.org](mailto:ALSOSTAARProjectTA@also-chicago.org).*



# Definitions

This section contains definitions to terms used in the IP Tool. All definitions are taken from the Violence Against Women Act, 34 U.S.C. § 12291.

**Culturally Specific** – 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))).

The Public Health Service Act defines “racial and ethnic minority groups” as follows (42 U.S.C. § 300u-6(g)):

(g) Definitions

For purposes of this section:

(1) The term “racial and ethnic minority group” means American Indians (including Alaska Natives, Eskimos, and Aleuts); Asian Americans; Native Hawaiians and other Pacific Islanders; Blacks; and Hispanics.

(2) The term “Hispanic” means individuals whose origin is Mexican, Puerto Rican, Cuban, Central or South American, or any other Spanish-speaking country.

**Culturally Specific Services** – Community-based services that include culturally relevant and linguistically specific services and resources to culturally specific communities.

**Law Enforcement** – A public agency charged with policing functions, including any of its component bureaus (such as governmental victim services programs or Village Public Safety Officers), including those referred to in section 2802 of title 25 (25 U.S.C. § 2802).

**Population Specific Organization** – A nonprofit, nongovernmental organization that primarily services members of a specific underserved population and has demonstrated experience and expertise providing targeted services to members of that specific underserved population.

**Population Specific Services** – Victim-centered services that address the safety, health, economic, legal, housing, workplace, immigration, confidentiality, or other needs of victims in domestic violence, dating violence, sexual assault, or stalking, and that are designed primarily for and are targeted to a specific underserved population.

**Prosecution** – Any public agency charged with direct responsibility for prosecuting criminal offenders, including such agency’s component bureaus (such as governmental victim assistance programs).

**State Domestic Violence Coalition** – A program determined by the Administration for Children and Families under sections 10402 and 10411 of this title (42 U.S.C. §§ 10402 and

10411).

**State Sexual Assault Coalition** – A program determined by the Center for Injury Prevention and Control of the Centers for Disease Control and Prevention under the Public Health Service Act (42 U.S.C. 280b et seq.)

**Territorial Domestic Violence or Sexual Assault Coalition** – A program addressing domestic violence or sexual violence that is –

- (A) An established nonprofit, nongovernmental territorial coalition addressing domestic violence or sexual assault within the territory; or
- (B) A nongovernmental organization with a demonstrated history of addressing domestic violence or sexual assault within the territory that proposes to incorporate as a nonprofit, nongovernmental territorial coalition.

**Tribal Coalition** – An established nonprofit, nongovernmental Indian organization, Alaska Native organization, or a Native Hawaiian organization that –

- (A) provides education, support, and technical assistance to member Indian service providers in a manner that enables those member providers to establish and maintain culturally appropriate services, including shelter and rape crisis services, designed to assist Indian women and the dependents of those women who are victims of domestic violence, dating violence, sexual assault, and stalking; and
- (B) who is comprised of board and general members that are representative of-
  - (i) the member service providers described in subparagraph (A); and
  - (ii) the tribal communities in which the services are being provided.

**Tribal Government** –

- (A) The governing body of an Indian tribe; or
- (B) A tribe, band, pueblo, nation, or other organized group or community of Indians, including any Alaska Native village or regional or village corporation (as defined in, or established pursuant to, the Alaska Native Claims Settlement Act (43 U.S.C. 1601 et seq.)) that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

**Underserved Populations** – 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.

**Victim Service Provider** – A nonprofit, nongovernmental or tribal organization or rape crisis center, including a State or tribal coalition, that assists or advocates for domestic violence, dating violence, sexual assault, or stalking victims, including domestic violence shelters, faith-based organizations, and other organizations, with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.

**Victim Services or Services** – Services provided to victims of domestic violence, dating violence, sexual assault, or stalking, including telephonic or web-based hotlines, legal advocacy, economic advocacy, emergency and transitional shelter, accompaniment and advocacy through medical, civil or criminal justice, immigration, and social support systems, crisis intervention, short-term individual and group support services, information and referrals, culturally specific services, population specific services, and other related supportive services.

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## Reference Documents

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# STOP Violence Against Women Formula Grant Program

## Implementation Planning Process DOCUMENTATION OF COLLABORATION

**Instructions:** This form can be used for states to provide “documentation from each member of the planning committee as to their participation in the planning process.” Each member of the committee should be given a copy of the form to return to the state for inclusion in the plan. The state should attach the forms to the final implementation plan: one that has all necessary approvals from the committee and the state.

If a state chooses not to use this form the state is still required to provide this type of information to OVW on its collaboration process during the implementation process. Please refer to the STOP FAQ Documentation of Collaboration for further guidance.

State/Territory: \_\_\_\_\_

Administering Agency: \_\_\_\_\_

Collaborating Agency: \_\_\_\_\_

Category of collaborating agency (e.g., victim service provider, law enforcement, tribal, etc.): \_\_\_\_\_

Planning Team Meeting Date(s): \_\_\_\_\_

The following questions should be answered by the Collaborating Agency:

Did you participate in planning meeting (please circle one): **Yes** **No**

If so, did you participate  In-person attendance  Via conference call

Did you have adequate opportunity to discuss the concerns or issues impacting your area of expertise and/or the population (s) you were representing? **Yes** **No**

Did you receive a copy of the draft plan? **Yes** **No**

Did you review the draft plan? **Yes** **No**

Do you feel the primary needs were addressed in draft plan? **Yes** **No**

Did you offer feedback on draft plan? **Yes** **No**

Did you receive a copy of the state's final plan prior to submission to OVW?

**Yes**   **No**

Were you satisfied that the plan included any issues you may have asked be included?

**Yes**   **No**

If no, please explain \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

Dated: \_\_\_\_\_



## Summary of Issues Raised

*(To be completed by the STOP Administrator)*

<b>Primary Needs/Issues Discussed</b>	<b>How were these addressed in the Implementation Plan?</b>	<b>If not addressed in the plan, why not?</b>

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# STOP Formula Grants Program

## PURPOSE OF PROGRAM AND GRANT FUNDS

### **General Program Purpose**

The purpose of the STOP Formula Grants Program (STOP Grants) is to assist States, State and local courts (including juvenile courts), Indian tribal governments, tribal courts, and units of local government to:

- ❖ Develop and strengthen effective law enforcement and prosecution strategies to combat violent crimes against women; and to
- ❖ Develop and strengthen victim services in cases involving violent crimes against women.

### **Purposes for Which Grants May Be Used**

STOP Grants provide personnel, training, technical assistance, data collection, and other resources for the more widespread apprehension, prosecution, and adjudication of persons committing violent crimes against women for the protection and safety of victims, and specifically, for the purposes of --

- 1) Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking, including the appropriate use of nonimmigrant status under subparagraphs (T) and (U) of section 101(a)(15) of the Immigration and Nationality Act (8 U.S.C. 1101(a));
- 2) Developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking;
- 3) Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking, as well as the appropriate treatment of victims;
- 4) Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying, classifying, and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking;

- 5) Developing, enlarging, or strengthening victim services and legal assistance programs, including domestic violence, dating violence, sexual assault, and stalking programs, developing or improving delivery of victim services to underserved populations, providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of domestic violence, dating violence, sexual assault, and stalking;
- 6) Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking;
- 7) Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by State funds, to coordinate the response of State law enforcement agencies, prosecutors, courts, victim services agencies, and other State agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, dating violence, and stalking;
- 8) Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault;
- 9) Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of domestic violence, dating violence, sexual assault, or stalking, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals;
- 10) Providing assistance to victims of domestic violence and sexual assault in immigration matters;
- 11) Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families;
- 12) Supporting the placement of special victim assistants (to be known as “Jessica Gonzales Victim Assistants”) in local law enforcement agencies to serve as liaisons between victims of domestic violence, dating violence, sexual assault, and stalking and personnel in local law enforcement agencies in order to improve the enforcement of protection orders. Jessica Gonzales Victim Assistants shall have expertise in domestic violence, dating violence, sexual assault, or stalking and may undertake the following activities—

- (A) Developing, in collaboration with prosecutors, courts, and victim service providers, standardized response policies for local law enforcement agencies, including the use of evidence-based indicators to assess the risk of domestic and dating violence homicide and prioritize dangerous or potentially lethal cases;
  - (B) Notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency;
  - (C) Referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services); and
  - (D) Taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order;
- 13) Providing funding to law enforcement agencies, victim services providers, and State, Tribal, Territorial, and local governments (which shall be known as the Crystal Judson Domestic Violence Protocol Program) to promote—
- (A) The development and implementation of training for local victim domestic violence service providers, and to fund victim services personnel, to be known as “Crystal Judson Victim Advocates,” to provide supportive services and advocacy for victims of domestic violence committed by law enforcement personnel;
  - (B) The implementation of protocols within law enforcement agencies to ensure consistent and effective responses to the commission of domestic violence by personnel within such agencies (such as the model policy promulgated by the International Association of Chiefs of Police (“Domestic Violence by Police Officers: A Policy of the IACP, Police Response to Violence Against Women Project,” July 2003));
  - (C) The development of such protocols in collaboration with State, Tribal, Territorial and local victim services providers and domestic violence coalitions.

Any law enforcement, State, tribal, territorial, or local government agency receiving funding under the Crystal Judson Domestic Violence Protocol Program under paragraph (13) shall on an annual basis, receive additional training on the topic of incidents of domestic violence committed by law enforcement personnel from domestic violence and sexual assault nonprofit organizations and, after a period of 2 years, provide a report of the adopted protocol to the Department of Justice, including a summary of progress in implementing such protocol;

- 14) Developing and promoting State, local, or tribal legislation and policies that enhance best practices for responding to domestic violence, dating violence, sexual assault, and stalking;
- 15) Developing, implementing, or enhancing Sexual Assault Response Teams, or other similar coordinated community responses to sexual assault;
- 16) Developing and strengthening policies, protocols, best practices, and training for law enforcement agencies and prosecutors relating to the investigation and prosecution of sexual assault cases and the appropriate treatment of victims;
- 17) Developing, enlarging, or strengthening programs addressing sexual assault against men, women, and youth in correctional and detention settings;
- 18) Identifying and conducting inventories of backlogs of sexual assault evidence collection kits and developing protocols and policies for responding to and addressing such backlogs, including protocols and policies for notifying and involving victims;
- 19) Developing, enlarging, or strengthening programs and projects to provide services and responses targeting male and female victims of domestic violence, dating violence, sexual assault, or stalking, whose ability to access traditional services and responses is affected by their sexual orientation or gender identify, as defined in section 249(c) of title 18, United States Code; and
- 20) Developing, enhancing, or strengthening prevention and educational programming to address domestic violence, dating violence, sexual assault, or stalking, with not more than 5 percent of the amount allocated to a State to be used for this purpose.

### **Funding Categories**

State and Territorial grantees are required to make awards in accordance with the following formula:

- ❖ At least 25% must be allocated for law enforcement;
- ❖ At least 25% must be allocated for prosecutors;
- ❖ At least 30% must be allocated for victim services. Of this amount, 10% must be distributed to culturally specific community-based organizations; and
- ❖ At least 5% must be allocated to State and local courts (including juvenile courts).

Not later than 2 years after the date of enactment of VAWA 2013, no less than 20% of the total award amount to a State must be allocated for programs or projects that meaningfully address sexual assault. The 20% must be taken from 2 or more funding allocation categories (i.e., law enforcement, prosecution, courts, victim services).

# Information about the Family Violence Prevention and Services Act, Rape Prevention Education, and the Victims of Crime Act

## **Family Violence Prevention Services Act**

The Family Violence Prevention and Services Program administers the Family Violence Prevention and Services Act (FVPSA), the primary federal funding stream dedicated to the support of emergency shelter and related assistance for victims of domestic violence and their children. The purpose of the FVPSA State Formula Grants is to assist States and Territories in establishing, maintaining, and expanding programs and projects to prevent family violence and to provide immediate shelter and related assistance for victims of family violence and their dependents.<sup>8</sup> The FVPSA funding plan defines how the funds will be used and distributed within the state with the goal of maximizing the funds to meet the needs of victims of domestic violence. The FVPSA Plan can be a stand-alone document or incorporated into the state's FVPSA funding application<sup>9</sup>.

<http://www.acf.hhs.gov/programs/fysb/programs/family-violence-prevention-services>

## **Section 393A of the Public Health Service Act (Rape Prevention and Education)**

The Rape Prevention and Education Program (RPE) was established by VAWA and is administered by the Center for Disease Control and Prevention. States and territories receive formula grants for primary prevention of first-time perpetration and victimization of sexual violence. Each state develops and implements a state sexual violence primary prevention plan; some states have formal plans and some states just use the application for funds as their plan.<sup>10</sup>

<http://www.cdc.gov/violencePrevention/RPE/index.html>

## **Victims of Crime Act of 1984 (VOCA)**

VOCA established the Crime Victims Fund, which provides funding for victim services in the United States including state victim assistance program formula grants which support providers who supply services directly to victims. All states and most territories receive annual VOCA assistance grants consisting of a mandated base amount plus additional funds based on population. The victim assistance includes, but is not limited to, the following direct services:

- ❖ Crisis intervention.

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<sup>8</sup> FVPSA State and Territory Formula Grant Program Fact Sheet (June 7, 2012). Available at <http://www.acf.hhs.gov/programs/fysb/resource/fvpsa-formula-facts>.

<sup>9</sup> *Navigating the Family Violence Prevention and Services Program, A Guide for State and Territorial Administrators* (November 2012). Available at [http://www.acf.hhs.gov/sites/default/files/fysb/fvpsa\\_admin\\_guide\\_20121119\\_0.pdf](http://www.acf.hhs.gov/sites/default/files/fysb/fvpsa_admin_guide_20121119_0.pdf)

<sup>10</sup> Rape Prevention and Education (RPE) Program, Injury Prevention & Control, Centers for Disease Control and Prevention. <http://www.cdc.gov/violencePrevention/RPE/index.html>

- ❖ Emergency shelter.
- ❖ Emergency transportation.
- ❖ Counseling.
- ❖ Criminal justice advocacy<sup>11</sup>.

[VOCA Program guidelines](#) encourage state/territory grantees to develop a VOCA program funding strategy, which should consider the following: the range of victim services throughout the state and within communities; the unmet needs of crime victims; the demographic profile of crime victims; the coordinated, cooperative response of community organizations in organizing services for crime victims; the availability of services to crime victims throughout the criminal justice process; and the extent to which other sources of funding are available for services.

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<sup>11</sup> *OVC Fact Sheet, Crime Victims Fund*, Office of Justice Programs, Office for Victims of Crime, Department of Justice. Available at <http://www.ojp.usdoj.gov/ovc/pubs/crimevictimsfundfs/intro.html#VictimAssist>.