
2024 Violence Against Women Act (STOP) Formula Grant Program Solicitation

Assistance Listing Number # 16.588
Application Release Date August 5, 2024
Application Deadline September 13, 2024, 6 p.m. ET

Overview

The Commonwealth of Kentucky (Kentucky) [Justice and Public Safety Cabinet](#) (JPSC) seeks subaward applications for federal Violence Against Women Act (VAWA) Services * Training * Officers * Prosecutors * (STOP) Formula Grant Program funds awarded to Kentucky by the [U.S. Department of Justice](#) (DOJ), [Office on Violence Against Women](#) (OVW). Subawards will be administered by the JPSC, Office of the Secretary (OOS), [Grants Management Division](#) (GMD). VAWA STOP funds are available to support communities in their efforts to develop and strengthen effective responses to domestic violence, dating violence, sexual assault, and stalking including law enforcement and prosecution strategies to combat these crimes and victim services in cases involving these crimes.

This solicitation incorporates [GMD Management Policies and Procedures Manual](#) by reference. The [GMD Management Policies and Procedures Manual](#) provides guidance to applicants on how to prepare and submit applications for funding to GMD. For conciseness, this solicitation provides instructions and brief overviews of relevant compliance and program requirements, which are accessible in full within linked source material. **If this solicitation expressly modifies any provision in the [GMD Management Policies and Procedures Manual](#), the applicant is to follow the guidelines in this solicitation as to that provision.**

Eligible Applicants

Units of state and local courts; units of state and local government, including law enforcement and prosecution agencies; and nonprofit, non-governmental victim services programs, including faith-based and community organizations are eligible to apply for VAWA STOP funds.

Federal Award Information

Federal Program Name	Violence Against Women Act STOP Formula Grant Program
Federal Award(s) Supporting Subawards	15JOVW-22-GG-00425-STOP 15JOVW-23-GG-00575-STOP 2024 (Award Number TBD)
Federal Awarding Agency	U.S. Department of Justice Office on Violence Against Women

Subaward Information

Anticipated Number of Subawards	No established maximum
Anticipated Maximum Dollar Amount of Subawards	No established maximum
Anticipated Award Notification Date	December 1, 2024
Period of Performance Start Date	January 1, 2025
Period of Performance End Date	December 31, 2025
Period of Performance Duration	12 months
Anticipated Total Amount to be Awarded	\$2,200,000

Match Requirement

Matching contributions of 25% (cash or in-kind) of the total cost of each VAWA project (VAWA grant plus match) are required for VAWA-funded projects and must be derived from nonfederal sources, except as provided in the [DOJ Grants Financial Guide](#). All funds designated as match are restricted to the same uses as the VAWA STOP funds and must be expended within the grant period. Match must be provided on a project-by-project basis.

Exceptions to 25% Match Requirement

Consistent with OVW guidelines and requirements, matching funds may be waived for certain programs which provide direct victim services regardless of the funding category assigned. The JPSC has the discretion to award projects by funded categories, consistent with federal VAWA guidelines. Eligible programs will be advised by the JPSC upon award if their match requirement is waived. The JPSC may request additional waivers of the match requirement from OVW if extraordinary circumstances are documented.

Submission Information

The applicant must submit the **full application**, including attachments, in [Intelligrants 10.0 \(IGX\)](#), JPSC’s electronic grants management system, by the established deadline.

Method of Payment

Payments will be issued on a reimbursement basis. Reimbursement requests will be made through financial reports submitted in [IGX](#). Entities must maintain an active [eMARS](#) vendor account to receive grant reimbursements.

Contact Information

For technical assistance with submitting the full application in [IGX](#), contact the IGX Service Desk at JUSIGX@ky.gov or 502-564-8271.

For assistance with other requirements of this solicitation, contact the VAWA STOP Grant Award Administrator, Lana Grandon, by email at lana.grandon@ky.gov or phone at 502-564-8249.

Contents

Program Description	4
Statutory Authority	4
State Administering Agency	4
Statutory Purpose Areas	4
Kentucky VAWA STOP Program Priorities.....	6
Allocation of Subaward Funds.....	6
Award Authorization.....	6
Allowable Costs	7
Limitations on the Use of VAWA STOP Funds.....	8
Administrative and Financial Requirements	9
Application Instructions	11
Applicant Information.....	12
Points of Contact	13
Certifications and Disclosures	13
Project Information.....	16
STOP Purpose Areas.....	16
Kentucky Program Priority Areas.....	16
Project Details	16
Area Served	17
Goals, Objectives, and Performance Measures.....	17
Project Coordination Narrative.....	17
Agency Performance	18
Budget.....	18
Personnel.....	19
Overtime	19
Contractual Services.....	19
Travel and Training	20
Operating Expenses.....	20
Equipment.....	21
Source of Match	21
Budget Narrative.....	21
Financial Reporting Schedule.....	22
Budget Summary.....	22
Application Submission	22

Program Description

The primary objective of VAWA STOP Formula Grant Program is to support communities in their efforts to develop and strengthen effective responses to domestic violence, dating violence, sexual assault, and stalking, including law enforcement and prosecution strategies to combat these crimes and victim services in cases involving these crimes.

Statutory Authority

This program is authorized by 34 U.S.C. §§ 10441, 10446 – 10451, 10454.

State Administering Agency

Kentucky Justice and Public Safety Cabinet
Grants Management Division
125 Holmes Street
Frankfort, Kentucky 40601
Phone 502-564-3251

Statutory Purpose Areas

Grants and subgrants supported through this program must meet one or more of the following statutory purpose areas:

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 1101 (a)(15) of the Immigration and Nationality Act (8 U.S.C. § 1101(a)(15)).
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 including implementation of the grant conditions in section 40002(b) of the Violence Against Women Act of 1994 (34 U.S.C. 12291(b)).
4. 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 and legal assistance 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.
5. 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 domestic violence, dating violence, sexual assault, and stalking.
6. 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.

7. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of individuals 50 years of age and over, individuals with disabilities, and Deaf individuals 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, legal assistance and other victim services to such individuals.
8. Providing assistance to victims of domestic violence and sexual assault in immigration matters.
9. Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families, including rehabilitative work with offenders.
10. 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.
11. Developing, implementing, or enhancing Sexual Assault Response Teams, or other similar coordinated community responses to sexual assault.
12. 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.
13. Developing, enlarging, or strengthening programs addressing sexual assault against men, women, and youth in correctional and detention settings.
14. 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.
15. 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 identity, as defined in section 249(c) of title 18 of the United States Code.
16. Developing, enhancing, or strengthening prevention and educational programming to address domestic violence, dating violence, sexual assault, stalking, or female genital mutilation or cutting, with not more than 5 percent of the amount allocated to a state to be used for this purpose.
17. Developing, enhancing, or strengthening programs and projects to improve evidence collection methods for victims of domestic violence, dating violence, sexual assault, or stalking, including through funding for technology that better detects bruising and injuries across skin tones and related training.
18. Developing, enlarging, or strengthening culturally specific victim services programs to provide culturally specific victim services and responses to female genital mutilation or cutting.
19. Paying any fees charged by any governmental authority for furnishing a victim or the child of a victim with any of the following documents: (A) A birth certificate or passport of the individual as required by law or (B) An identification card issued to the individual by a State or Tribe, that shows that the individual is a resident of the State or a member of the Tribe.

Kentucky VAWA STOP Program Priorities

For Federal Fiscal Year (FFY) 2022 through FFY 2026 Kentucky has adopted the following goals and program priorities:

- Provide non-discriminatory, accessible, culturally appropriate services through meaningful access to all victims of sexual assault, dating/domestic violence, and stalking, including those victims from historically marginalized, unserved, underserved, and inadequately served populations and culturally specific communities.
- Increase access to quality, affordable, and culturally competent legal services for victims of sexual assault, dating/domestic violence, and stalking who cannot afford to access these services through private counsel.
- Increase the use of community coordinated, multidisciplinary responses to dating and domestic violence, sexual assault, and stalking, which focus on including and improving the medical component of the response.
- Improve and expand stalking specific services and resources.
- Reduce the number of domestic violence related homicides in Kentucky.

Allocation of Subaward Funds

Funds granted to Kentucky by the DOJ are further subawarded by the JPSC to state agencies, units of local government, and not-for-profit agencies to carry out programs and projects contained in an approved application that complies with the priorities established by the DOJ and Kentucky.

The OVW requires states to allocate funds based on the following guidelines:

- At least 5 percent will be allocated to state and local courts including juvenile courts;
- At least 25 percent will be allocated for law enforcement;
- At least 25 percent will be allocated for prosecutors; and,
- At least 30 percent will be allocated for nonprofit, non-governmental victim services, of which at least 10 percent is to be distributed to culturally specific community-based organizations; and
- 20 percent of the entire grant award must go to sexual assault services across at least two of the foregoing allocations.

Discretionary funds, which constitute 15% of the total award, will be used for multidisciplinary projects that do not fit into another category. These funds will also be used for other categories in situations where allocated funds are not sufficient to both ensure continuity of services and to ensure an increasingly equitable distribution of funds throughout Kentucky.

Funding will be prioritized for projects that advance Kentucky's VAWA STOP Implementation Plan priorities. State Coalitions shall be awarded no more than 5% of available STOP Formula grant funds received from OVW in a given year. All awards are subject to the availability of funds and to any modifications or additional requirements that may be imposed by DOJ or JPSC.

Award Authorization

Submitted applications are subject to programmatic and financial review by JPSC staff. External subject matter expertise may be incorporated into the application review process as needed or required by federal program guidelines. Applications will be scored numerically by assigned reviewers through

completion of a structured application review questionnaire. JPSC may request additional information or clarification from applicants to complete review of the application to inform funding recommendations. Subaward recommendations are subject to approval from the Office of the Governor.

Award Notification and Acceptance

Written notification of award decisions will be issued by the Secretary of the JPSC or authorized designee and delivered via email to the Agency Representative listed in the application. Applicants recommended for funding will receive instructions on award acceptance from GMD. Approved applicants may be required to make modifications to application program pages to provide supplemental information or budget pages based upon the actual amount of the award. Should any modifications be necessary, GMD will provide instructions on required modifications. Modifications must be completed in a timely fashion to ensure award acceptance before the beginning of the project period.

Allowable Costs

Funds subawarded to an eligible program must be spent to provide services to individuals eleven (11) years of age or older who have experienced sexual assault, domestic and dating violence, or stalking or to improve criminal justice response to these crimes as described above in “Program Purpose Areas.” While this grant opportunity is named for the VAWA STOP Formula Grant Program, nothing in the Violence Against Women Act shall be construed to prohibit all victims of domestic violence, dating violence, sexual assault and stalking from receiving STOP Program funded services, without regard to sex or gender identity. Forensic medical exams for sexual assault victims must be free of charge for those victims. Victims can be asked to submit the exam charge to their health insurance; however, victims may not be charged any copayments or deductible costs and may not be billed for any related costs.

Indirect Costs and De Minimis

Agencies may charge a Federally negotiated indirect cost rate or the de minimis rate to VAWA subawards.

Indirect Costs. Applicants with a current (unexpired) federally approved indirect cost rate may charge indirect costs to an award. A copy of the approved negotiated indirect cost rate agreement letter from the cognizant federal agency must be uploaded with the application. Applicants may visit <https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/indirectcosts.pdf> for instructions on submitting an indirect cost rate proposal.

De Minimis. Subrecipients are permitted to charge 10% of the organization’s Modified Total Direct Costs (MTDC), also known as the *de minimis* indirect cost rate. MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, and travel. MTDC **excludes** equipment, capital expenditures, charges for patient care, tuition remission, scholarships and fellowships, and participant support costs. The 10% rate is also known as a “de minimis” indirect cost rate. See [2 C.F.R. § 200.1](#). **Note: Subrecipients are not permitted to claim indirect costs for expenses that are also being allocated as direct costs to the subaward. See [2 C.F.R. § 200.403\(d\)](#).**

Limitations on the Use of VAWA STOP Funds

Matching Funds for Other Federal Awards

VAWA STOP award funds may not be used to match other federal awards.

Prohibition on Supplanting

Federal funds must be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated or allocated for the same purpose. Potential supplanting will be the subject of the application review, pre-award review, post-award monitoring, and possible audit. The grant application should clearly demonstrate that VAWA STOP funds will not supplant state or local funds. Applicants and subrecipients may be required to supply documentation demonstrating that the reduction in non-Federal resources occurred for reasons other than the receipt or anticipation of Federal funds. See [Chapter 2.3](#) of the [DOJ Grants Financial Guide](#) for guidance on maintaining documentation to demonstrate non-supplanting.

Lobbying

In general, as a matter of federal law, funds may not be used, either directly or indirectly, to support the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. Recipients and subrecipients must comply with the provisions in [2 C.F.R. § 200.450 \(Lobbying\)](#) and [18 U.S.C. 1913](#) as appropriate. See [Chapter 2.1](#) of the [DOJ Grants Financial Guide](#) for more information on lobbying restrictions. Should any question arise as to whether a particular use of award funds might fall within the scope of these prohibitions, the applicant must contact GMD for guidance, and may not proceed without the express prior written approval of GMD.

Fundraising

Costs of organized fund raising, including financial campaigns, solicitation of gifts and similar expenses solely to raise capital or obtain contributions, may not be charged as costs against the grant. Neither the salary of persons engaged in such activities nor indirect costs associated with those salaries may be charged to the grant. Nothing in this section should be read to prohibit a subrecipient from engaging in fundraising activities, as long as such activities are not financed by federal grant funds.

Unallowable Costs

In addition to the unallowable costs identified in the [DOJ Grants Financial Guide](#) and the [GMD Management Policies and Procedures Manual](#), VAWA STOP award funds may not be used for the following:

- Prizes, rewards, entertainment, trinkets (or any type of monetary incentive);
- Gift cards;
- Purchase of real property;
- Physical modifications to buildings, including minor renovations;
- Construction;
- Research projects;
- Automobiles;
- Immigration fees; or
- Civil legal representation in a lawsuit based on a tort claim.

Administrative and Financial Requirements

In addition to the specific requirements set forth by the federal program through which grant funding is made available, grants administered by JPSC are governed by the administrative and financial requirements of the following:

- **2 C.F.R. Part 200 – Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards**
<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200>
- **DOJ Grants Financial Guide:** <https://www.ojp.gov/funding/financialguidedojo/overview>
- **GMD Management Policies and Procedures:** <https://justice.ky.gov/Departments-Agencies/GMD/Documents/GMD%20Policy%20%26%20Procedure%20Manual%20-%20REVISED%2012-15-23.pdf>
- **Kentucky Finance and Administration Cabinet, Manual of Policies and Procedures**
<https://finance.ky.gov/office-of-the-secretary/office-of-policy-and-audit/Documents/FINAL%202015%20FAP%20Manual%20corrections%20%28Pg%2080%20revision%20+%20111-43-00%29%20071516.pdf>

If awarded funds through this solicitation, subrecipients are responsible for reviewing and understanding all subaward terms and conditions, including requirements incorporated by reference, in full. Subaward conditions are material requirements of the subaward. Failure to comply with one or more conditions of the award may result in the withholding of award funds, disallowance of costs, or subaward suspension or termination.

Civil Rights Requirements

Federal laws prohibit subrecipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, disability, or age in funded programs or activities. All subrecipients, implementing agencies, and contractors must comply with any applicable statutorily-imposed nondiscrimination requirements. See the [OJP Office for Civil Rights \(OCR\)](#) webpage for additional information and resources.

OVW General Terms and Conditions

Applicants are encouraged to review the [OVW Award Conditions](#) for general award conditions applied to all awards made by OVW. These conditions do not supersede any specific conditions passed through to subrecipients through subaward terms and conditions.

Financial System Requirements

Subrecipients are required to establish and maintain accounting systems and financial records to accurately account for awarded funds. The financial records must account for all charges paid for with federal funding and demonstrate how the charges support the objectives of the award. See DOJ Grants Financial Guide ([Chapter 2.3 Standards for Financial Management Systems](#)) for financial system requirements.

Cost Allocation

If a cost benefits two or more projects or activities in proportions that can be determined without undue effort or cost, the cost must be allocated to the projects based on proportional benefit. If a cost benefits two or more projects or activities in proportions that cannot be readily determined, the costs may be allocated or transferred to benefitted projects on any reasonable documented basis, with certain exceptions. See [2 C.F.R. § 200.405](#) for additional information.

Supporting Documentation

Subrecipients must maintain records, including source documentation, supporting the use of grant funds that are sufficient to trace funds to a level of expenditure adequate to establish that such funds have been used in accordance with the federal statutes, regulations, and terms and conditions of the subaward ([2 C.F.R. § 200.302](#)). Programmatic and financial records must fully disclose and document the amount and disposition of Federal funds received. To substantiate reimbursement requests, subrecipients must maintain financial documentation supporting any disbursements including but not limited to cancelled checks, paid bills, payroll records, daily time and effort records specifying time devoted to allowable grant activities; job descriptions; and contracts for services. Missing, incomplete, or inaccurate supporting documentation will delay reimbursement payment and may result in costs being disallowed.

Procurement

All procurement actions are subject to the procurement requirements established within [2 C.F.R. Part 200 Subpart D – Procurement Standards](#), DOJ Grants Financial Guide ([Section 3.8 Procurement Under Awards of Federal Assistance](#)), and the documented procurement procedures maintained by the subrecipient. If the applicant elects not to establish a procurement policy of their own, they must adopt the Kentucky Model Procurement Code found in [KRS Chapter 45A](#). Subrecipients shall follow the same policies and procedures for procurements supported in whole or in part by Federal funds as used for procurements from other funding sources, unless the subrecipient policy provisions are more lenient than those in [2 C.F.R. § 200.318](#).

Prior written approval is required for any procurement transaction of \$5,000 or more. Prior approval requests shall be submitted using the Procurement Request Form which will be provided by GMD prior to the start of the subaward period. This requirement applies to the amount of the total procurement, regardless of whether the procurement is supported fully by federal funds or only in part. Procurement actions shall not be artificially divided to avoid any of the required reviews of procurement requests. For a sole source procurement over the Federal simplified acquisition threshold (SAT) of \$250,000, written pre-approval must be obtained from both JPSC and the federal awarding agency. Before submitting a request for a sole source procurement, applicants should carefully review the conditions governing this type of procurement in [2 C.F.R. § 200.320](#) and the DOJ Grants Financial Guide ([Section 3.8 Procurement under Awards of Federal Assistance](#)).

Conference/Meeting/Training Costs

[OVW policy and guidance](#) encourages minimization of conference, meeting, and training costs; sets cost limits including a general prohibition of all food and beverage costs; and requires prior written approval of most conference, meeting, and training costs. Subawards requesting grant funds for meetings, trainings, or conferences may be required to complete and submit an OVW event submission form upon request from JPSC or OVW.

Potential Evaluation of Programs and Activities

JPSC may conduct or support an evaluation of the programs or activities funded under this solicitation. If awarded funds under this solicitation, subrecipients will be required to cooperate with program related assessment or evaluation efforts, including through the collection and provision of information or data requested by JPSC (or its designee) for the assessment or evaluation of any activities or outcomes of activities funded under a subaward. The information and data requested may be in addition to the financial and performance data already required under the program.

Reporting Requirements

Subrecipients will be required to produce various types of reports, including quarterly financial and performance reports. Subrecipients will be required to submit financial and progress reports in [IGX](#) within fifteen (15) days of the close of each reporting period. Additionally, at the conclusion of the project period, subrecipients shall submit a final, annual report documenting all relevant project activities during the entire subaward period. Near the end of the project period, the VAWA Program Administrator will notify subrecipients, by email, of the date the report is due and in what format or system it should be submitted.

Beginning with the VAWA STOP 2024 project period, requests for reimbursement shall be made only on a quarterly basis. If a quarterly reimbursement schedule creates a hardship for the financial wherewithal of the applicant, a hardship waiver may be requested. Hardship waivers shall be requested via the Financial Reporting Schedule page of the application. Refer to the Financial Reporting Schedule page instructions within this solicitation for hardship waiver documentation requirements. GMD shall issue a written determination regarding each hardship waiver request.

Closeout

Subrecipients are required to submit financial and progress reports within fifteen (15) days of the close of the project period. However, GMD recognizes that some costs may be incurred during the project period but not yet liquidated before that report is due. In order to close out the subaward, such costs may be submitted for reimbursement via a Liquidation Report no later than 90 days after the end of the project period. Any funds not expended (liquidated) at the end of the 90-day period will revert to JPSC, unless a grant award modification extending the liquidation period has been approved.

Application Instructions

Applicants are advised to read the instructions at the top of each page before populating and saving. The precision with which an applicant follows application instructions is an important factor in application review and scoring. Most [IGX](#) text boxes display the maximum number of characters allowed per field. Applicants are encouraged to draft application content in a word processing document, which tracks the number of characters and allows for spelling and grammar corrections, formatting, and other changes. In addition, [IGX](#) “times out” after 20 minutes. Applicants are strongly encouraged to copy and paste content from a word processing document to ensure information is not lost after a period of inactivity and to save page changes frequently.

Applicant Information

Agency Information

Legal Name

Enter the legal name of the applicant entity as registered in the [Kentucky Secretary of State Business Entity Registry](#).

eMARS Vendor Code

For assistance obtaining a Kentucky Vendor ID or updating an existing Vendor Profile, visit Kentucky's Vendor Self Service Portal at <https://vss.ky.gov/vssprod-ext/Advantage4>.

Ensure the Legal Name reported on this page matches the applicant entity's [eMARS Vendor Name](#) and current Business Name in the [Kentucky Secretary of State Business Entity Registry](#).

Employer Identification Number

Applicants must provide an Employer Identification Number (EIN) issued by the [Internal Revenue Service](#)

System for Award Management Unique Entity Identifier

Applicants must provide proof of active Unique Entity Identifier (UEI) from the federal System for Award Management (SAM). First-time SAM registrants can request UEIs by visiting <https://sam.gov/content/duns-uei>.

Mailing Address

Applicants must provide an address to which official grant correspondence may be delivered.

Phone Number

Applicants must provide a main phone number of applicant entity.

Agency Type

Applicants must select from unit of state government, unit of local government, or non-profit organization.

Agency Overview

Applicants must provide a brief description of the applicant entity and key positions within the organizational structure responsible for project implementation to demonstrate applicant capacity to successfully administer proposed grant project. Describe who will serve as project coordinator, the project coordinator's project-related duties, and the amount of time this position will dedicate to the project each week. If the project coordinator or other key staffed position(s) will be hired after the award, applicants must disclose this information.

Proof of Non-Profit or Tax-Exempt Status (If Applicable)

Non-profit applicants must certify their status as a non-profit or tax-exempt organization by attaching one or the following: (a) copy of the recipient's IRS 501(c)(3) designation letter; (b) letter from the state/territory taxing body or Attorney General affirming the applicant is a non-profit organization, or (c) copy of the applicant's state/territory certificate of incorporation that substantiates its non-profit status. **If the applicant entity has undergone an official name change since the IRS 501(c)(3) letter was received, either an IRS Name Change Letter or an updated designation letter must also be submitted.**

Board of Directors Listing (If Applicable)

Applicants must provide a list of all current members of the applicant's Board of Directors or other governing body (e.g., fiscal court).

Points of Contact

- **Authorized Official** – The person authorized to apply for, accept, decline, or cancel the grant on behalf of the applicant entity (e.g., state agency head, county judge executive, city mayor, county attorney, executive director, etc.).
 - **Designee (Optional)** – The Authorized Official may designate another official with the authority to sign award documents and other grant documentation on behalf of the applicant entity by attaching a signed designee letter.
 - **Project Director** – The employee of the applicant who will be responsible for operation of the project and program activity reporting.
 - **Financial Officer** – The chief financial officer of the applicant entity (e.g., county auditor, city treasurer, comptroller, etc.) who will be responsible for all the financial aspects of the grant's management including submission of financial reports. The Financial Officer assigned to the award should not be assigned multiple roles on this page to promote segregation of duties.
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Certifications and Disclosures

Solicitation Requirements

Applicants must provide an acknowledgment and acceptance of solicitation requirements, including requirements incorporated by reference.

Application Terms and Conditions

Applicants must thoroughly review and accept the Application Terms and Conditions. Terms and conditions include pass-through [DOJ Certified Standard Assurances](#) and additional provisions applied by JPSC.

DOJ Certifications

Applicants must thoroughly review and accept the [DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-free Workplace Requirements; Law Enforcement and Community Policing](#). See the [OVW Award Conditions](#) webpage published by OVW for additional information.

Delivery of Legal Services Certification Letter

Applicants requesting to use VAWA STOP funds to provide legal services must upload a certification letter demonstrating eligibility under [34 U.S.C. 20121\(d\)](#). A sample certification letter is available on the application page for download.

Prosecution Certification Letter

All prosecutor's offices receiving funds awarded under this program must certify in writing they will engage in planning, developing, and implementing training, policies, and protocols regarding victim-

centered prosecution as required by [34 U.S.C. 10454](#). Prosecutor's offices who received VAWA STOP subawards under a previous solicitation must complete these activities no later than December 31, 2025. Prosecutor's offices who are first time VAWA STOP subrecipients must complete these activities within one (1) year of the start date of a subrecipient's initial subaward to maintain eligibility to receive a future VAWA STOP subaward. A sample certification letter is available on the application page for download.

Policy for Workplace-related Incidents of Sexual Misconduct, Domestic Violence, and Dating Violence

All subrecipients of OVW award funds must maintain a policy to address the following: (1) allegations of workplace-related incidents of sexual misconduct, domestic violence, and dating violence by any employee, volunteer, consultant, or contractor; (2) workplace supports for employees, volunteers, consultants, or contractors who are victims of sexual misconduct, domestic violence, or dating violence; and (3) adjudications that will result in an employee volunteer, contractor or consultant being prohibited from occupying positions that could undermine the ability of the recipient or subrecipient to carry out the grant-funded project, such as positions working with victims and other vulnerable populations. The policy may provide that certain adjudications do not prohibit an individual from occupying such a position but must include standards for granting such an exemption for an individual. Applicants must upload a copy of their policy to demonstrate compliance with this federal [award condition](#). New applicants who are first time VAWA STOP subrecipients and do not currently have a qualifying policy at the time of application may upload a letter certifying they will issue a policy within 270 days of the start date of the subrecipient's initial subaward.

Financial Capability

Applicants must complete the web-based Financial Capability Questionnaire and indicate whether applicant entity has been designated "high risk" by DOJ or another federal grant-making agency. Upload a copy of applicant entity's most recent audit and management letter(s) (if applicable) to the Organization Audits section of the Organization Details page using the link provided on the application page. Future audits are due no later than nine (9) months after the close of each fiscal year during the term of the award.

Civil Rights Compliance

Applicants must review the Equal Employment Opportunity (EEO), Office for Civil Rights (OCR) Training, and Meaningful Access requirements displayed on the application page applicable to all recipients and subrecipients of DOJ funding. Complete the appropriate EEO Report Builder based on the applicant's relationship to DOJ to generate a Verification Form. Upload a copy of the EEO Verification Form and Utilization Report (if applicable) to the EEO page of the Organization Profile using the link provided on the application page.

- **Subrecipient EEO Report Builder** – Use this form if applicant entity does NOT receive a direct award from DOJ: <https://eeop.ocr.ojp.gov/certsub/homepage>
- **Direct Recipient EEO Report Builder** – Use this form if applicant entity receives a direct award from DOJ: <https://eeop.ocr.ojp.gov/cert/homepage>

Meaningful Access: Limited English Proficiency

Applicants must upload a copy of the applicant’s Limited English Proficiency (LEP) plan to the Organization Profile using the link provided on the application page. New applicants without an established LEP plan may upload a [Language Access Plan Worksheet](#).

Additional Requirements

Disclosure of Lobbying Activities

All applicants must disclose the existence or nonexistence of lobbying activities by completing and attaching Form [SF-LLL](#) according to the instructions below.

1. Type of Federal Action	B. Grant
2. Status of Federal Action	A. Bid/offer/application
3. Report Type	A. Initial filing
4. Name and Address of Reporting Entity	Select “Subawardee” designation and enter applicant address
5. Name and Address of Prime Awardee	Kentucky Justice and Public Safety Cabinet 125 Holmes Street Frankfort, KY 40601
6. Federal Department/Agency	List the Federal Awarding Agency listed on the solicitation cover page
7. Federal Program Name/Description	List the Federal Program Name listed on the solicitation cover page
8. Federal Action Number	—
9. Award Amount	—
10a. Name and Address of Lobbying Registrant	If applicant has paid or will pay funds for lobbying, enter all the details required in sections 10a and 10b. If applicant does not lobby, enter N/A in sections 10a and 10b.
10b. Individual Performing Services	

Determination of Suitability

If the purpose of some or all activities to be carried out under the proposed project is intended to benefit a set of individuals under 18 years of age, subrecipients must make determinations of suitability in advance for each individual reasonably expected to have unaccompanied contact with a minor. See <https://justice.ky.gov/Departments-Agencies/GMD/Pages/suitability.aspx> for details of this requirement. Upload a completed [Determination of Suitability Certification Form](#). A new form must be completed with each application, regardless of whether the applicant has received funding for a similar project in the past.

Conflict of Interest Disclosure (If Applicable)

All applicants are required to disclose in writing any potential conflict of interest, either in fact or appearance, as defined in [Chapter 3.20](#) of the [DOJ Grants Financial Guide](#). Potential conflicts of interest must be disclosed on agency letterhead and uploaded to the Attachments Page of this application. Disclosures of potential conflicts of interest are required for each grant period regardless of existence or prior disclosure in a previously funded grant year.

Project Information

STOP Purpose Areas

VAWA funds may only be used to support proposed projects that support one or more of the listed STOP purpose areas. Please only select those purpose areas which are the clear focus(es) of the proposed project.

Kentucky Program Priority Areas

Kentucky identified five (5) goals or priority areas for use of its VAWA STOP funds within the [STOP Violence Against Women Formula Grant Program – Federal Fiscal Year 2022 Implementation Plan](#). The application review tool allocates additional points to project proposals that support one or more of Kentucky’s goals or priority areas.

Project Details

- **Project Title**

Provide a title for the applicant’s proposed project.

- **Project Abstract**

A proposal abstract summarizing the proposed project, including the purpose of the project, primary activities, expected outcomes, the service area, and intended beneficiaries will be completed in [IGX](#). This abstract should be written in the third person and may be made publicly available on the JPSC website if the project is awarded.

- **Project Period**

Enter the requested project period beginning and end dates.

- **Proposal Narrative**

Proposal narratives should be concise, clearly written, and fully convey the project for which funds are being requested. Points must be supported by current local facts and data, with appropriate citations. The proposal narrative should describe the detailed strategy, activities, resources, and implementation of the project and consist of each of the following sections:

- a. Description of the Issue (or Statement of the Problem)

Provide information that documents the prevalence and impact of domestic violence, dating violence, sexual assault, and stalking within the region(s) or jurisdiction(s) that would be served by the project.

- b. Project Design and Implementation

Describe and explain the need for each component of the proposed project, including how currently available services are inadequate to meet the needs of victims; and

- c. Capabilities and Competencies

Describe the management structure and staffing, specifically identifying the key person(s) responsible for carrying out program or project activities to demonstrate the agency’s ability to successfully implement the project. Describe how the applicant currently works with victims of domestic violence, dating violence, sexual assault, or stalking and how this project will support and enhance that work in one or more Kentucky priority purpose areas, if applicable.

Applicants are strongly encouraged to incorporate research-based practices into their program design, when appropriate. Applicants should identify the evidence-based practice being proposed for implementation, identify and discuss the evidence that shows the practice is effective, discuss the population(s) for which this practice has shown to be effective, and show that it is appropriate for the proposed target population.

- **Proposal Citations**

Provide a list of verified sources of the data used to support proposal narrative content.

Area Served

Indicate the [Area Development District\(s\)](#), county(ies), and [U.S. Congressional District\(s\)](#) in which the project will be conducted.

Goals, Objectives, and Performance Measures

- **Goals, Objectives, and Performance Measures Table**

Applicants must indicate the long-term goal(s) the project should achieve and at least one associated objective and performance measure for each goal. Goals are broad intentions that represent the desired, long-term purposes of the grant project. Objectives should be specific, measurable, achievable, relevant, and timebound (SMART) and clearly linked to the goal. Performance measures are numerical descriptions of the applicant's work on the project and must be clearly connected to the project goals and objectives. Measures must be appropriate and collectable and include outcomes that relate to project objectives.

- **Evaluation Plan**

Applicants must describe the data that will be collected and how it will be used to measure the effectiveness or success of the project, clearly define data collection methodologies, and how the information collected will be used to guide, assess, and monitor the project. The data collection methodology must include appropriate and collectable data and address the following components: (a) who will be responsible for data collection, (b) source(s) of data (internal and external), (c) collection tool(s) used to obtain or organize data, and (d) how often data will be collected.

- **Project Timeline**

Applicants must attach a Project Timeline, Time/Task Plan, Logic Model, or comparable document showing how the project will be implemented over the period of performance. At a minimum, the timeline must include tasks to be accomplished and milestones. The timeline must cover the entire period of performance.

Project Coordination Narrative

- **Community Impact of Coordination Efforts**

Applicants must describe how the applicant will work with community partners to enhance project success. Describe in detail how planned collaboration with agencies who provided letters of support will substantively contribute to the availability or enhancement of victim services.

- **Consultation with Victim Service Providers**

Non-victim service provider agencies must describe how the agency consulted with victim services during the course of developing the grant application to ensure that the proposed activities promote safety, confidentiality, and economic independence of victims. *This information is mandatory for non-victim service provider applicants.*

- **Letters of Support**

Applicants must attach three (3) letters of support outlining the supporting entity's reasons for supporting the project. Each letter of support must include the following: (1) a description of the relationship between the applicant and the supporting entity; (2) a description of the need and what benefits would be gained from the project; and (3) a description of the applicant's capacity to complete the proposed project.

Agency Performance

Applicants proposing continuation funding must provide a description of funded services provided in the last year. The description must include the number of clients served, services provided, and counties served. New applicants must provide an overview of services provided in the last year. Additionally, all applicants must describe agency outreach and services to unserved and/or underserved populations in the past year and are encouraged to explain how the proposed project will enhance agency performance.

Budget

Applicants must construct budgets using web-based budget pages within [IGX](#). Budget forms must be completed in detail, with amounts rounded to the nearest whole dollar.

Budget pages display columns for cash match, in-kind-match, and federal share values. Use the **federal share** column to enter requested grant expenditures. See solicitation cover page for the match requirement of this funding opportunity.

Categorize line items into the appropriate budget category according to the instructions provided within this solicitation. There are six (6) budget categories:

1. Personnel;
2. Overtime;
3. Contractual Services;
4. Travel and Training;
5. Operating Expenses; and
6. Equipment

If awarded funds through this solicitation, budget revisions may be required during the award acceptance process based on the availability of funds or removal of expenses not supported under the grant program. **Changes to the approved project budget are not permitted without written prior approval from GMD through the Grant Award Modification (GAM) process.**

Personnel

Applicants may request funds to support salary and fringe benefits for positions whose work is specifically related to implementing project activities, including time spent fulfilling grant-specific administrative requirements (time and activity reporting, maintenance of project records, reporting, etc.). See [Chapter 3.9](#) of the [DOJ Grants Financial Guide](#) for allowability and supporting documentation requirements.

- Each position must be listed by title, total gross salary rate for the position, percentage of the position's time devoted to project activities, and total budgeted cost for the position.
 - Applicants must include the abbreviations full-time (FT) or part-time (PT) to denote the status in the position title. *Example Position Title:* FT Therapist.
 - If requesting funds for multiple positions with the same position title, applicants must differentiate between them in a consistent way (e.g., FT Therapist 1, FT Therapist 2, etc.).
 - To be eligible for reimbursement, fringe benefits must be available to all staff regardless of whether the position is grant-funded.
 - Grant reimbursement for health, vision, and dental coverage is limited to the cost of an individual plan.
 - Applicants must upload a position description to demonstrate the responsibilities and duties of each position in relation to fulfilling the project goals and objectives.
 - Applicants must not create personnel pages for contractors who regularly function as agency staff members. Such individuals should be listed individually on the Contractual Services budget page.
-

Overtime

Applicants may request funds to support overtime compensation for personnel funded by the grants whose duties are consistent with the funded project. Specific prior authorization for grant funds to support overtime compensation must be obtained through approval of the grant budget or through a subsequent Grant Award Modification (GAM). For additional information, visit the U.S. Department of Labor Wage and Hour Division website: <https://www.dol.gov/agencies/whd>.

Applicants must:

- List each position by title and hourly rate.
 - Include the abbreviations full-time (FT) or part-time (PT) to denote the status in the position title;
 - Differentiate between them in a consistent way (e.g., FT Therapist 1, FT Therapist 2, etc.) if requesting overtime for multiple positions with the same position title; and
 - Enter the number of overtime hours anticipated per position.
-

Contractual Services

Compensation for individual consultant rates shall not exceed \$650/day or \$81.25/hour. An 8-hour day may include preparation, evaluation, and travel time in addition to the time required for the actual performance. Subrecipients must screen all contractors and vendors for suspension or debarment from receiving federal funds. No grant funds may be paid to contractors or vendors who are ineligible to receive them due to suspension or debarment.

Contracts must be submitted to GMD as an attachment to the next financial report filed following execution of the contract. Documentation demonstrating how the contract was procured shall be maintained by the subrecipient and available for review during monitoring or upon request. **If a subrecipient has paid a contractor with grant funds without a contract in place, the subrecipient may be required to repay all related contractual expenses for failure to properly support the use of award funds.**

For information on contract assistance, including contract types and sample language, see *Guide to Procurements Under DOJ Grants and Cooperative Agreements* (revised November 2020) at <https://www.ojp.gov/doj-guide-to-procurement-procedures>.

Applicants must:

- List each consultant, product, or service to be procured by contract and estimated cost.; and
 - For each contractual line item requested, applicants should upload the following documents as a single PDF packet using the upload boxes available on the Contractual Services budget page which should include at a minimum:
 - A copy of the proposed contractual agreement, if available. Dates should be specific to the project period. The compensation rate must be specified;
 - Job description for any contractors who regularly function as agency staff members; and
 - Resume for any contractors who regularly function as agency staff members.
-

Travel and Training

Applicants may request funds to support necessary travel and training expenses, such as transportation, lodging, airfare, and subsistence for employees for travel and training activities directly related to project activities. Requested travel expenses may not exceed the cost limits established by the Kentucky Finance and Administration Cabinet. See <http://finance.ky.gov/services/statewideacct/Pages/travel.aspx> and [200 KAR 2:006](#) If the travel and reimbursement policies of the applicant or subrecipient are more restrictive than those of Kentucky, the most restrictive policy must be followed.

Applicants must:

- Itemize travel expenses of project personnel;
 - Describe the purpose of each travel expenditure;
 - Identify the location of travel, if known;
 - Show the basis of computation; and
 - Travelers are not eligible to receive meal reimbursements for meals included within conference or training registration fee.
-

Operating Expenses

Operating expenses include items essential for the ongoing operation of the project. Allowable operating costs include but are not limited to rent, utilities, internet, telephone, costs of performing background checks for grant personnel, printing, supplies, equipment lease or rental fees, reasonable costs for

technology, furniture, and other similar items with a unit price of less than the lower of \$5,000 or the applicant's capitalization threshold, and federally negotiated indirect cost rate or de minimis. Technology costs that comprise an *information technology system* (as defined in [2 CFR § 200.1](#)) with a total cost greater than \$5,000 must be categorized as Equipment.

Applicants must:

- List each requested cost item. Items that are individually represented on inventory logs, items assigned to specific individuals, and non-consumable items (e.g., computers, tablets, printers, etc.) must be presented as discrete line items within the budget to be eligible for reimbursement;
 - Show the basis of computation including cost allocation methodology;
 - Upload available supporting documentation to substantiate requested amounts; and Upload a copy of the current (unexpired) Federally approved indirect cost rate agreement if requesting funds for indirect costs.
-

Equipment

Applicants must list non-expendable items with a unit price of \$5,000 or more and a useful life greater than one year. Note: If the applicant's capitalization policy for classification of equipment establishes a lower threshold, the lower threshold should be applied. Items of equipment may include information technology systems as defined by [2 CFR § 200.1](#). Applicants are encouraged to analyze the cost benefits of purchasing versus leasing equipment, especially high-cost items and those subject to rapid technological advances. Equipment purchases funded with this award must be completed within the first four (4) months of the project unless specific written approval is given by GMD.

Applicants must:

- List each requested cost item and estimated cost. Items that are individually represented on inventory logs must be presented as discrete line items within the budget to be eligible for reimbursement; and
 - Show the basis of computation including cost allocation methodology. Equipment purchased and used by two or more programs must be appropriately prorated by program use.
-

Source of Match

Applicants must provide a detailed explanation of the source of match funds. Applicants planning to use volunteer hours as a match source must provide a detailed explanation of how the value of match hours was derived.

Budget Narrative

The budget narrative should present a complete itemization of all proposed costs for the full period of performance expected for completion of the project. The purpose of the budget narrative is to communicate how the applicant estimated all costs, and how each cost is necessary to the completion of the project.

The narrative must:

- Include a thorough and clear description of every cost included in the total project budget;
 - Describe the purpose of every line item in reference to project objectives;
 - Correspond clearly with the line items listed on each budget page; and
 - Provide a detailed computation for every budget item line item, listing the total cost of each and showing how it was calculated by the application.
-

Financial Reporting Schedule

Financial Reports shall be submitted on a quarterly basis unless a financial reporting schedule hardship waiver is granted. If requesting to file monthly requests for reimbursement, the following documentation must be uploaded at the time of application:

- Hardship Waiver Request Letter prepared on agency letterhead detailing the financial hardship;
 - Most Recent Statement of Financial Position; and
 - Last Year-End Statement of Financial Position.
-

Budget Summary

The budget summary is auto-populated with data from the other application pages and is not able to be altered by the applicant. If errors appear in this section, it often means there is an error on one or more of the budget pages. An exclamation point symbol (!) may appear in the title of a budget page that contains errors. If errors persist after corrections to other budget pages have been made or no data appears in the budget summary, contact the IGX Service Desk at JUSIGX@ky.gov.

Application Submission

Applicants must finalize submission by changing the status of the application to “Application Submitted” using the Status Options menu on the left side of the page. The Authorized Official listed on the Contact Information page will receive a confirmation e-mail upon submission of the grant application. If the applicant is unable to confirm application submission, believes they have cancelled an application in error, or believes a system error has occurred that prevented successful submission, the applicant must contact GMD at JUSIGX@ky.gov in advance of the submission deadline to allow for confirmation or further inquiry. Requests for reconsideration of submission deadline compliance will only be considered for applicants providing sufficient documentation of both timely contact with GMD and identification of a specific, verifiable system error.