



## Supreme Court Gender and Justice Commission

### REQUEST FOR PROPOSAL RFP 2008-09

Office on Violence Against Women (OVW)  
Stop Grant For Court-Related Projects  
November 1, 2007

#### **OVERVIEW**

The Gender and Justice Commission (Commission), under the auspices of the Board for Judicial Administration (BJA), is requesting proposals for programs/projects that courts can implement to provide increased safety and justice for adult victims of sexual assault, domestic violence, and stalking in 2008-2009.

The programs/projects may be funded for up to twelve (12) months with funds from the Federal STOP (Services-Training-Officers-Prosecutors) Formula Grant, funded by the Office on Violence Against Women (OVW). Funding is pending receipt of the FFY 2007 STOP Grant to the Courts.

The STOP Grant is awarded to support comprehensive and coordinated responses to sexual assault, domestic violence, and stalking crimes. The STOP Grant recognizes that victims are best served when all systems are working together toward the common goals of supporting victims and holding offenders accountable.

Although both women and men may be victims of domestic violence, sexual assault, and stalking, women are the victims of the vast majority of these crimes. Data on male victimization do not show that males experience comparable victimizations and injury levels, do not account for women who act in self defense, and do not measure financial control, intimidation, and isolation used by perpetrators of domestic violence against women. For these reasons, this application may refer to victims as women and perpetrators as men. However, applicants who receive funds under this application must serve all victims regardless of gender.

#### **AMOUNT OF THE GRANT AWARD**

Grant funding in the amount of approximately \$98,753.00 is available for programs/projects that courts can implement to provide increased safety and justice for adult victims of sexual assault, domestic violence, and stalking in 2008-2009.

A minimum of two (2) and a maximum of ten (10) projects/programs may be funded.

#### **GRANT FUNDING PERIOD**

Contracts will be awarded for a twelve month period, April 1, 2008 – February 28, 2009.

## **LOCAL MATCH**

Project sites are required to provide a 33% local match for each dollar of project funds requested. Administrative overhead may not be included as part of the local match. One hundred (100) percent of the local match may be in-kind (judicial and staff time, materials, supplies, etc.).

## **WHO CAN APPLY**

Washington State judges, county clerks, and court administrators can apply.

The BJA, Commission, or AOC are not responsible for any costs incurred for preparation of a proposal.

## **HOW AND WHEN TO APPLY**

To apply for a STOP Grant to the Courts, please submit the following:

1. Proposal Concept: Four-page maximum. (See Attachment A: Project Program Purpose Areas and Attachment B: Outline for the Proposal Description.)
2. Budget Worksheet: (See Attachment C.)
3. Supporting Documents:
  - a. Letters of Support: Proposals must indicate support from departments, agencies, organizations, and/or individuals that would participate in or be directly affected by project/program activities. Signed letters of support are required.
  - b. Required Certifications: Two Federal Forms are required.
    - (1) Assurances
    - (2) Non-Supplantation Certification and National Historic Preservation Certification

Your proposal must be received at the Administrative Office of the Courts no later than 5:00 p.m. Pacific time on Friday, January 4, 2008. Late proposals will not be accepted.

Proposals may be sent via e-mail, U.S. mail, courier, or FAX. Original signed letters and the required forms must be sent via U.S. Mail.

E-mail: Myra.Downing@courts.wa.gov

Fax: (360) 586-8869

Mail: Myra Downing  
Administrative Office of the Courts  
1206 Quince Street SE  
PO Box 41170  
Olympia, WA 98504-1170

Phone: (360) 705-5290

## **HOW PROPOSALS ARE SELECTED**

Proposals will be rated by the Gender and Justice Commission Grant Steering Committee. Evaluation of project proposals will be based on the following criteria:

- Clarity of project statement
- Consistency of project with goals of improving the court's response to domestic violence, sexual assault, or stalking
- Achievability of objectives
- Clarity of work breakdown
- Clarity of resource requirements
- Clarity and realism of budget request
- Innovation of project and potential for replication
- Support from other departments, agencies, organizations, and/or individuals involved in the project

Proposals receiving high scores on rating criteria are not guaranteed selection. Initial ratings are used as a basis for further discussion and evaluation.

## **PROPOSALS WILL BE REJECTED FOR THE FOLLOWING REASONS**

- Failure to meet the proposal four-page limitation. (See Attachment B.)
- Failure to describe the 33% local match.
- Failure to meet the deadline for submission.

## **TIMELINE**

<b><u>Date</u></b>	<b><u>Task</u></b>
11/01/07	Request for Proposal e-mailed to Presiding Judges, Court Administrators and County Clerks and posted on the Washington Courts' Website
01/04/08	Proposals due at AOC by 5:00 p.m.
02/01/08	Grant Awards announced
02/22/08	Contracts sent out
04/01/08	Project contracts begin
06/30/08	Progress status report due at AOC
09/30/08	Progress status report due at AOC
12/31/08	Federal Grant Report form due at AOC
02/28/09	Federal Grant Report forms due at AOC Project contracts and grant funding end

## **REPORTING REQUIREMENTS**

Status reports will be submitted to the Gender and Justice Commission during the first six months of the project. A completed Federal STOP Grant report form (to be provided) is due at the end of the 2008 calendar year and at the end of the project. All courts who receive grants must certify that their protection order forms include the firearms restrictions notification.

## ATTACHMENT A

### PROGRAM PURPOSE AREAS

**(Activities funded must meet one or more of the following statutory purpose areas.)**

1. Training judicial officers and other court personnel to more effectively identify and respond to violent crimes against adult women (18 years and older), including the crimes of sexual assault, domestic violence, stalking, and dating violence.
2. Training judicial officers and other court personnel to more effectively identify and respond to violence against women in underserved populations, including immigrants and older/disabled women who are victims of sexual assault and domestic violence.
3. Developing, training, or expanding units of judges and court personnel systems, including specialized court interpreter programs specifically targeting violent crimes against women, including the crimes of sexual assault, domestic violence, stalking, and dating violence.
4. Developing and implementing more effective court policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of sexual assault, domestic violence, stalking, and dating violence. This might include production and dissemination of educational/training materials, checklists, or benchguides.
5. Developing, installing, or expanding data collection and communication systems linking courts, police, and prosecutors, or for the purpose of identifying and tracking arrests, protection orders, violations of protection orders for violent crimes against women (including the crimes of sexual assault, domestic violence, stalking, and dating violence).
6. Developing educational materials to assist victims in navigating the court process, increasing their awareness about legal options available to them, or providing information about supportive services and resources available in their communities.
7. Providing court-based adult victim services programs, including sexual assault, domestic violence, and dating violence programs; developing or improving delivery of services to underserved populations; providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted.
8. Creating 24-hour access to emergency protection/restraining orders for battered women or improvement of existing on-call systems to reduce time and strain on victims during crisis situations.

9. Supporting formal and informal statewide, multi-disciplinary efforts, to the extent not supported by state funds, to coordinate the response of state law enforcement agencies, prosecutors, the courts, victim services agencies, and other state agencies and departments, to violent crimes against women including the crimes of sexual assault, domestic violence, stalking, and dating violence.

### **IMPORTANT REMINDERS**

- Recipients are required to take reasonable steps that would allow Limited-English-Proficient (LEP) persons meaningful access to services.
- Grant funded system-based victim/witness positions must be located independently of the community-based victim services agency.
- Funds cannot be used to supplant existing state, local, or other non-federal funding already in place to support current services.

## ATTACHMENT B

### OUTLINE FOR PROPOSAL CONCEPT AND PROPOSAL DESCRIPTION

The proposal concept and proposal description must adhere to the following outline.

#### **PROPOSAL DESCRIPTION**

The proposal description must be limited to four pages (excluding the budget form and required certification documents). The proposal description must include all outline items listed below.

#### **I. Project Statement**

- A. Provide a concise statement of the project's purpose.
- B. Provide an estimate of the total project cost.
- C. Describe potential future funding sources for the project if on-going funds are required.

#### **II. Project Objectives**

- A. Describe the results expected at the end of the project.
- B. Describe the measurements that will be used to evaluate the results.
- C. Describe the project constraints/limits.

#### **III. Work Breakdown**

- A. Identify the major work items/tasks.
- B. Identify the resource requirements for the major work items/tasks.
- C. Identify the staffing requirements for the major work items/tasks.

#### **IV. Organizations**

List the organizations participating in the project (e.g. judicial officers, court administration, county clerk's office, domestic violence agency, sexual assault agency, law enforcement, prosecutor's office, etc.).

#### **V. Budget**

- A. Complete the Budget Detail Worksheet. (See Attachment C.)
- B. List and explain the local court match.

## ATTACHMENT C

### BUDGET DETAIL WORKSHEET

**BUDGET SUMMARY:** When you complete the budget detail worksheets, transfer the totals for each category to the spaces below.

Budget Category	Grant Funding Requested	Local Match Amount*
<b>Salary(ies)</b>	\$	\$
<b>Benefits</b>	\$	\$
<b>Consultants/Contracts</b>	\$	\$
<b>Goods and Services</b>	\$	\$
<b>TOTALS</b>	\$	\$

We certify that we will provide a 33 percent nonfederal match of the grant funds requested. Match cannot include administrative overhead expenses, but may be 100 percent in-kind.

---

**Signature of Presiding Judge, County Clerk, or Court Administrator** **Date**

---

**Please print Name and Title**

*Please complete the following with the name and contact information of the court person who will be managing this grant.*

<b>Contact Name:</b>	<b>Phone:</b>
<b>Title:</b>	<b>Fax:</b>
<b>Address:</b>	
	<b>E-mail:</b>
<b>City/Zip:</b>	

## BUDGET DETAIL WORKSHEET: GRANT FUNDED

Please complete the proposed budget worksheets. Round all costs to the nearest dollar. Not all categories may be applicable to your program.

**SALARIES:** List each position to be paid by STOP Grant funds by title and name of employee, if available. Show the annual salary rate and full-time equivalent (FTE) of position to be funded with the STOP Grant contract.

Name/Position	Computation (annual salary rate and FTE of staff)	Cost
(Sample) Jane Doe, Court-Based Domestic Violence Advocate	(Sample) \$30,000 x .5 FTE	(Sample) \$15,000
<b>TOTAL SALARIES GRANT FUNDED</b>		

List activities associated with all positions above:

---



---



---



---



---



---



---



---

### **BENEFITS**

Benefits should be based on actual known costs or an established formula. Benefits are for the personnel listed above for the percentage of time devoted to the project.

Benefit Description for Name/Position	Computation (salary charged to grant and established benefit rate or actual cost)	Cost
(Sample) Medical for Jane Doe	(Sample) \$15,000 x 25%	(Sample) \$3,750
<b>TOTAL BENEFITS</b>		



**GOODS AND SERVICES:** Goods and services must be related to the provision of STOP Grant activities and may include, but are not limited to, space costs, project supplies, postage, mileage, trainings, etc.

ITEM DESCRIPTION	COMPUTATION	COST
(Sample) Facility rental for training	(Sample) 1 day/\$350	(Sample) \$350
<b>TOTAL GOODS AND SERVICES</b>		

List activities associated with items above:

---



---



---



---



---



---



---



---

## BUDGET DETAIL WORKSHEET MATCH

Local match of 33% or more of the grant requested amount must be provided.

<b>MATCH DESCRIPTION</b>	<b>COMPUTATION</b>	<b>COST</b>
SALARIES		
	<b>TOTAL SALARIES</b>	
BENEFITS		
	<b>TOTAL BENEFITS</b>	
<b>CONTRACTED SERVICES/CONSULTANT</b>	<b>COMPUTATION</b>	<b>COST</b>
	<b>TOTAL CONTRACTED SERVICES</b>	
<b>GOODS AND SERVICES</b>	<b>COMPUTATION</b>	<b>COST</b>
	<b>TOTAL GOODS AND SERVICES</b>	
<b>TOTAL MATCH TO BE PROVIDED</b>		

## **ATTACHMENT D**

### **REQUIRED CERTIFICATION DOCUMENTS**

#### **1. ASSURANCES**

This Assurances Certification is a new requirement of all federal STOP Grant recipients.

#### **2. NON-SUPPLANTATION CERTIFICATION and NATIONAL HISTORIC PRESERVATION CERTIFICATION**

## ASSURANCES

**The Applicant hereby assures and certifies compliance with all federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars NO. A-21, A-87, A-110, A-122, A-133; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements – 28 CFR, Part 66, Common rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant assures and certifies that:**

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970, (P.L. 91-646), which provides for fair and equitable treatment of persons displaced as a result of Federal and federally – assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency or the Comptroller-General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976, Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan, or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 115693, and the Archeological and Historic Preservation Act of 1966 (16 USC 569 a-1 et. seq) by (a) consulting with the State Historical Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.
12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Inter-governmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
13. It will comply, and all its contractors will comply, with the nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended: Section 504 of the Rehabilitation Act

of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C,D,E and G; and Department of Justice regulations on disability discrimination 28 CFR Part 35 and Part 39.

14. In the event of a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient

of funds, the recipient will forward a copy of the finding to the Office of Civil Rights, Office of Justice Programs.

15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
16. It will comply with the provisions of the Coastal Barrier Resource Act (P.L.97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resource System.

---

**Signature of Presiding Judge, Court Administrator, or County Clerk**

**Date**

---

**Please print Name**

# Non-Supplantation Certification and National Historic Preservation Certification

## **NON-SUPPLANTATION CERTIFICATION**

I/We certify that no STOP Grant funds will be used to supplant existing state, local, or other non-federal funding already in place to support current services.

I/We hereby certify that STOP Grant funds will be used to increase the total amount of funds used to combat violence against women.

I/We understand that violation of the non-supplantation requirement can result in a range of penalties, including suspension of future funds under this grant, recoupment of monies provided under this grant, and civil and/or criminal penalties.

## **NATIONAL HISTORIC PRESERVATION CERTIFICATION**

I/We understand that prior to the use of any STOP Grant funds to renovate, alter, or otherwise improve the exterior or interior of a building, applicants for federal funds must establish identification, recordkeeping, reporting, consultation, and decision-making processes within their programs or procedures for administering grant funds. We further understand that proposed renovation work, as it relates to the National Historic Preservation Act, includes work not specifically funded with the STOP Grant funds but funded by the applicant or any third party as a prerequisite to accommodate the proposed use of grant funds. We agree to contact the Office of Crime Victims Advocacy for additional implementation guidance before deciding on any renovation work for which we are unsure of the application of this condition.

This certificate must be signed by **all agencies receiving STOP Formula funds.**

---

**Signature of Presiding Judge, Court Administrator, or County Clerk**

**Date**

---

**Please print Name**