



Supreme Court Gender and Justice Commission

REQUEST FOR PROPOSAL

Authorized by the

American Recovery and Reinvestment Act of 2009

Office on Violence Against Women (OVW)

STOP Grant Recovery Act Funds for Court-Related Projects

MARCH 10, 2009

OVERVIEW

This grant is authorized by the American Recovery and Reinvestment Act of 2009. Priority will be given to those proposals that will hire and retain court personnel that respond to violent crimes against women, as well as supporting other strategies that create and preserve jobs and promote economic growth while improving responses to domestic violence, dating violence, sexual assault, and stalking.

The programs/projects will be funded through October 2010. There will be no extensions.

The STOP Grant is awarded to support comprehensive and coordinated responses to sexual assault, domestic violence, stalking crimes, and dating violence. 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.

AMOUNT OF THE GRANT AWARD

Grant funding in the amount of \$128,346 is available for programs/projects that courts can implement to provide increased safety and justice for adult victims of sexual assault, domestic violence, stalking, and dating violence.

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

GRANT FUNDING PERIOD

Contracts will be awarded from May 1, 2009 (pending receipt of the federal award) – October 31, 2010.

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

The documents below are required 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. Application for Funding Competitive Review. (See Attachment D.)
4. Required Certifications: Two Federal Forms are required. PLEASE NOTE: They are new or revised forms.
 - (1) Assurances. (See Attachment E.)
 - (2) Non-Supplantation Certification. (See Attachment F.)
5. 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.

Your proposal must be received at the Administrative Office of the Courts no later than 5:00 p.m. Pacific time on Thursday, April 9, 2009. 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) 956-5700

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:

- Creating or maintaining jobs
- Stimulating the economy
- Clarity of project statement
- Consistency of project with goals of improving the court's response to domestic violence, sexual assault, stalking, and dating violence
- Achievability of objectives
- Clarity of work breakdown
- Clarity of resource requirements
- Clarity and realism of budget request
- Clarity of evaluation plan and ability to document results
- 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

<u>Date</u>	<u>Task</u>
3/12/09	Request for Proposal e-mailed to Presiding Judges, Court Administrators and County Clerks and posted on the Washington Courts' Website
04/09/09	Proposals due at AOC by 5:00 p.m.
04/22/09	Grant Awards announced
05/01/09	Contracts sent out (pending receipt of the federal award)
05/01/09	Project contracts begin (pending receipt of the federal award)
06/30/09	Federal report due at AOC
09/30/09	Federal report due at AOC
12/31/09	Federal Grant Report form due at AOC
03/31/10	Federal report due at AOC
06/30/10	Federal report due at AOC
09/30/10	Federal report due at AOC
10/31/10	Federal Grant Report forms due at AOC Project contracts and grant funding end*

REPORTING REQUIREMENTS

Contractor will be required to submit quarterly reports necessary to fulfill the data elements for the STOP Recovery Act funding. Accurate, completed reports must be provided on the last day of the reporting period. All courts who receive grants must certify that their protection order forms include the firearms restrictions notification.

SEPARATE TRACKING AND REPORTING OF RECOVERY ACT FUNDS AND OUTCOMES

Consistent with the special purposes and goals of the Recovery Act, and its strong emphasis on accountability and transparency, it is essential that all funds from a Recovery Act grant be tracked, accounted for, and reported on separately from all other funds. Misuse of grant funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under a grant, and civil and/or criminal penalties.

ATTACHMENT A

PLEASE NOTE: The intent of this funding is to:

- (1) Hire and retain court personnel that respond to violent crimes against women, domestic violence, sexual assault, stalking, or dating violence which would otherwise be eliminated because your agency is slated to lose, or has lost, funding for the position;
- (2) Create new positions for which you do not now (nor do you expect) to receive funding from another fund source; and
- (3) Conduct training or purchase goods that promote economic growth in your community.

PROGRAM PURPOSE AREAS

(Activities funded must meet one or more of the following 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.

FEDERAL REQUIREMENTS FOR RECOVERY ACT FUNDS

1. Successful applicants should expect to provide the name of their organization, a description of their Recovery Act project, the amount of funds that were expended on project activities, an evaluation of completion status, and required data elements. This information will likely be posted on federal and state websites.
2. A DUNS number is required. All successful applicants must be able to obtain a Data Universal Numbering System (DUNS) prior to receiving Recovery Act funding. Obtaining a DUNS number is a free one-time activity. To obtain one, call 1-866-705-5711 or apply online at <http://www.dnb.com/us/>.
3. Central Contractor Registration (CCR) is required. All successful applicants must register in the CCR database. Registrations must be updated or renewed at least once per year to maintain an active status. Information about registration procedures can be accessed at www.ccr.gov.

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.

*Technical assistance for the project evaluation may be available through the Washington State Center for Court Research. Applicants interested in receiving assistance should describe how these services would be utilized.

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*
Salary(ies)	\$	\$
Benefits	\$	\$
Consultants/Contracts	\$	\$
Goods and Services	\$	\$
TOTALS	\$	\$

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.

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

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 Recovery Act 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 Recovery Act 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
TOTAL SALARIES GRANT FUNDED		

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
TOTAL BENEFITS		

CONTRACTED SERVICES AND CONSULTANT FEES:

List subcontracts needed to provide services under this project. A copy of all subcontracts entered into must be provided to AOC within 10 business days of execution.

Consultants/Trainers compensation cannot exceed \$450 per day (excluding travel and subsistence costs) for an eight-hour day, or may not exceed \$56.25 per hour for less than an eight-hour day. Travel and per diem expenses are subject to state of Washington limitations.

Contracted Services/Consultant	Computation	Cost
(Sample) John Smith, Trainer	(Sample) 8 hrs DVSA training @ \$35/hr	(Sample) \$280
TOTAL CONTRACTED SERVICES		

Provide a description of the paid services that will be performed, such as trainers and speakers.

GOODS AND SERVICES: Goods and services must be related to the provision of STOP Grant Recovery Act 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
TOTAL GOODS AND SERVICES		

List activities associated with items above:

BUDGET DETAIL WORKSHEET MATCH

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

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

ATTACHMENT D

Application for Funding Competitive Review

Please describe how the requested funds will “preserve and create jobs and promote economic recovery”. Examples would be that your agency will:

- Be able to *retain* court personnel that respond to violent crimes against women including the crimes of sexual assault, domestic violence, stalking, and dating violence;
- Be able to *create* a new position for which you do not now (nor do you expect) to receive funding from another fund source AND a description of the need to create the new position; or
- Be able to conduct training or purchase goods that *promote* economic growth in your community.

If Recovery Act funding would retain a position, your response, at a minimum must include a brief explanation of how the position is currently funded. Please tell us the source of funding for this position.

If Recovery Act funding would create or expand, your response, at a minimum must include a brief explanation of the need to create the new position.

(PLEASE USE THIS BOX FOR YOUR ANSWER)

ATTACHMENT E

Standard Assurances

The Applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; Ex. Order 12372 (intergovernmental review of federal programs); and 28 C.F.R. pts. 66 or 70 (administrative requirements for grants and cooperative agreements). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. It will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.
4. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. pts. 18, 22, 23, 30, 35, 38, 42, 61, and 63.
5. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).
6. It will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 7 94); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).
7. If a governmental entity—
 - a) it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
 - b) it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

Signature

Date

ATTACHMENT F

Non-Supplantation 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.

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