Kentucky Justice and Public Safety Cabinet
Office of the Secretary
Grants Management Division

NOTICE OF FUNDING OPPORTUNITY
2026 Violence Against Women Act (STOP) Formula Grant Program

Application Release Date	August 3, 2026
Application Deadline	September 11, 2026 6:00 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
Assistance Listing Number	16.588
Statutory Authority	34 U.S.C. §§ 10441, 10446 – 10451, 10454
Federal Award(s) Supporting Subawards	15JOVW-25-GG-00031-STOP 2026 STOP Formula Federal Award (Award Number TBD)
Federal Awarding Agency	U.S. Department of Justice Office on Violence Against Women

Funding Opportunity Details	
Anticipated Number of Subawards	No established maximum
Anticipated Maximum Dollar Amount of Subawards	No established maximum
Anticipated Decision Notification Date	December 1, 2026
Period of Performance Start Date	January 1, 2027
Period of Performance End Date	December 31, 2027
Period of Performance Duration	12 months
Anticipated Total Amount to be Awarded	**$2,200,000**

Cost Sharing or Match Requirement
Cost sharing (matching) contributions of 25% (cash or in-kind) of the total cost of each VAWA STOP subaward (VAWA grant federal share 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. See Match Requirement for STOP Formula Grants and Frequently Asked Questions (FAQs) About STOP Formula Grants for more information.

Exceptions to 25% Match Requirement: Awards to Tribes and victim service providers for victim services are not subject to the 25% match requirement, regardless of the funding allocation category. To qualify for this exclusion, victim service providers must have 501(c)(3) status (unless they are Tribal governmental organizations or governmental rape crisis centers not in territories. The JPSC may request additional waivers of the match requirement from OVW if extraordinary circumstances are documented.

Victim service providers that qualify for a matching funds exemption are not required to provide match contributions. However, exempt applicants are encouraged to consider whether voluntary cash or in-kind match contributions may be available to support their proposed project. Applicants are encouraged to consult with GMD regarding allowable sources of match, as eligible contributions may include readily available in-kind contributions and other resources that organizations may not realize can be counted toward match requirements.

How to Elect Match Waiver: Applicants who are exempt victim service providers will be provided with the option to elect the match waiver option on the **Budget Summary** page of the application. Following confirmation of the applicant's match waiver eligibility, eligible programs will be advised by the JPSC upon award if the match requirement is waived.

Method of Payment
Payments will be issued on a reimbursement basis. Reimbursement requests will be made through quarterly financial reports submitted in Intelligrants 10.0 (IGX), JPSC's electronic grants management system. Entities must maintain an active eMARS vendor account to receive grant reimbursements.

Submission Information
The applicant must submit the **full application**, including attachments, in IGX by the established deadline.

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 NOFO, contact the VAWA STOP Grant Award Administrator, Katie Losekamp, by email at katie.losekamp@ky.gov or phone at 502-782-5307.

ATTENTION: This notice of funding opportunity is for grant funding administered by the Kentucky Justice and Public Safety Cabinet (JPSC) that originates from the U.S. Department of Justice (DOJ). To continue program activities designed to maintain public safety services, the JPSC has determined that it will proceed with this notice of funding opportunity. The JPSC anticipates new grant guidance may be issued to reflect DOJ's revised policies and priorities. New DOJ guidance could impact terms and conditions and the availability of funding for any grants awarded from this notice of funding opportunity. JPSC will share new grant conditions, guidance, and requirements with grantees as they become available. In some instances, executed grant contracts may be revised or cancelled.

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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.

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, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying, classifying, and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking.

5. Developing, enlarging, or strengthening victim services and legal assistance programs, including domestic violence, dating violence, sexual assault, and stalking programs; developing or improving delivery of victim services 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.

6. Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking.

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

8. Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault.

9. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of 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.

10. Providing assistance to victims of domestic violence and sexual assault in immigration matters.

11. Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families, including rehabilitative work with offenders.

12. Supporting the placement of special victim assistants (to be known as “Jessica Gonzales Victim Assistants”) in local law enforcement agencies to serve as liaisons between victims of domestic violence, dating violence, sexual assault, and stalking and personnel in local law enforcement agencies in order to improve the enforcement of protection orders. Jessica Gonzales Victim Assistants shall have expertise in domestic violence, dating violence, sexual assault, or stalking and may undertake the following activities:

    a. developing, in collaboration with prosecutors, courts, and victim service providers, standardized response policies for local law enforcement agencies, including the use of evidence-based indicators to assess the risk of domestic and dating violence homicide and prioritize dangerous or potentially lethal cases;

    b. notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency;

    c. referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services); and

    d. taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order.

13. Providing funding to law enforcement agencies, victim services providers, and state, tribal, territorial, and local governments (which funding stream shall be known as the Crystal Judson Domestic Violence Protocol Program) to promote:

    a. the development and implementation of training for local victim domestic violence service providers, and to fund victim services personnel, to be known as "Crystal Judson Victim Advocates," to provide supportive services and advocacy for victims of domestic violence committed by law enforcement personnel;

    b. the implementation of protocols within law enforcement agencies to ensure consistent and effective responses to the commission of domestic violence by personnel within such agencies such as the model policy promulgated by the International Association of Chiefs of Police ("Domestic Violence by Police Officers: A Policy of the IACP, Police Response to Violence Against Women Project" July 2003));1 and

    c. the development of such protocols in collaboration with state, tribal, territorial and local victim services providers and domestic violence coalitions.

    Note for Purpose Area 13: Any law enforcement, state, Tribal, territorial, or local government agency receiving funding under this paragraph shall, on an annual basis, receive additional training on the topic of incidents of domestic violence committed by law enforcement personnel from law enforcement personnel from domestic violence and sexual assault nonprofit organizations and, after a period of two years, provide a report of the adopted protocol(s), including a summary of progress in implementing such protocol(s).

14. Developing and promoting state, local, or tribal legislation and policies that enhance best practices for responding to domestic violence, dating violence, sexual assault, and stalking.

15. Developing, implementing, or enhancing Sexual Assault Response Teams, or other similar coordinated community responses to sexual assault.

16. Developing and strengthening policies, protocols, best practices, and training for law enforcement agencies and prosecutors relating to the investigation and prosecution of sexual assault cases and the appropriate treatment of victims.

17. Developing, enlarging, or strengthening programs addressing sexual assault against men, women, and youth in correctional and detention settings.

18. Identifying and conducting inventories of backlogs of sexual assault evidence collection kits and developing protocols and policies for responding to and addressing such backlogs, including protocols and policies for notifying and involving victims.

19. Developing, enlarging, or strengthening programs and projects to provide services and responses targeting male and female victims of domestic violence, dating violence, sexual assault, or stalking, whose ability to access traditional services and responses is affected by their sexual orientation or gender identity, as defined in section 249(c) of title 18 of the United States Code.

20. 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.

21. 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.

22. Developing, enlarging, or strengthening culturally specific victim services programs to provide culturally specific victim services and responses to female genital mutilation or cutting.

23. Providing victim advocates in state or local law enforcement agencies, prosecutors' offices, and courts to provide supportive services and advocacy to Indian victims of domestic violence, dating violence, sexual assault, and stalking.

24. 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
Kentucky adopted the following goals and program priorities within its Federal Fiscal Year (FFY) 2026-2029 VAWA STOP Implementation Plan:

- Sustain and expand Kentucky's response to victims of domestic violence, dating violence, sexual assault, and stalking;
- Enhance the criminal justice system's response to victims of domestic violence, dating violence, sexual assault, and stalking; and
- Support safety and justice for victims of domestic/dating violence, sexual assault, and stalking who have also experienced human trafficking.

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 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 allocation categories.

Discretionary funds constitute 15% of the total award and will be (a) used to support projects that do not fit into another category or (b) awarded to applicants in the foregoing allocation categories in circumstances where allocated funds are not sufficient to ensure continuity of services or promote geographically equitable distribution of STOP 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 modify to application program pages to provide supplemental information or budget pages based upon the actual amount of the subaward. Should 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. To accept the award, an agency representative with the legal authority to accept the award on behalf of the applicant entity must sign the offered contract by the deadline specified by JPSC. If the acceptance process is not completed within the allotted time, the applicant will be ineligible to bill to the grant any expense incurred before the date of contract execution, and the JPSC reserves the right to withdraw the award.

Allowable Costs
Funds awarded may be used to support personnel salary and fringe benefits, overtime, contractual services, travel, training, equipment, or operating expenses to provide services to individuals eleven (11) years of age or older who have experienced domestic violence, dating violence, sexual assault, or stalking, or to improve criminal justice response to these crimes as described above in "Program Purpose Areas" in accordance with the Violence Against Women Act (as amended), unless expressly prohibited within this NOFO. Costs must comply with the cost principles set forth in 2 C.F.R. Part 200 Subpart E.

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. 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. 2 CFR 200.414(f) permits subrecipients that do not have a current Federal negotiated indirect cost rate (including provisional rate) to elect to charge a *de minimis* rate of up to 15% of the project's Modified Total Direct Costs (MTDC). MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first $50,000 of each subaward. MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, and participant support costs. 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).**

Unallowable Costs
The DOJ Grants Financial Guide, Violence Against Women Act (as amended), OVW Frequently Asked Questions (FAQs) About STOP Formula Grants, and GMD Management Policies and Procedures Manual identify unallowable uses of VAWA STOP funds.

Activities that Compromise Victim Safety and Recovery and Undermine Offender Accountability
VAWA STOP award funds may not be used to support activities that compromise victim safety and recovery or undermine offender accountability, such as: procedures or policies that exclude eligible victims from receiving services based on the classifications identified in 34 U.S.C. § 12291(b)(13)(A) or their actual or perceived mental health condition, physical health condition, criminal record, employment history or status, income or lack of income, or the age and/or sex of their children; procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services; procedures or policies that impose requirements on victims in order to receive services (e.g., seek an order of protection, receive counseling, participate in couples' counseling or mediation, report to law enforcement, seek civil or criminal remedies, etc.); procedures or policies that fail to ensure service providers conduct safety planning with victims; project design and budgets that fail to account for the access needs of participants with disabilities and participants who have limited English proficiency or are Deaf or hard of hearing; or any other activities outlined in this notice of funding opportunity.

Research
VAWA STOP funds may not be used to conduct research, defined by 28 CFR § 46.102(d) as a systematic investigation designed to develop or contribute to generalizable knowledge. However, assessment conducted for internal improvement purposes only may be allowable. For information on distinguishing between research and assessments, see OVW's FY 2026 Application Companion Guide.

Out-of-Scope Activities
VAWA STOP funds may not be used for the following out-of-scope activities, consistent with state and federal law and any applicable executive orders issued as of the date of the certification that are not enjoined by court order:

1. Promoting or facilitating the violation of federal immigration law.
2. Inculcating or promoting gender ideology as defined in Executive Order 14168, *Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government.*
3. Promoting or facilitating discriminatory programs or ideology, including illegal DEI and "diversity, equity, inclusion, and accessibility" programs that do not advance the policy of equal dignity and respect, as described in Executive Order 14173, *Ending Illegal Discrimination and Restoring Merit-Based Opportunity*. This prohibition is not intended to interfere with any of OVW's statutory obligations, such as funding for HBCUs, culturally specific services, and disability programs.
4. Activities that frame domestic violence or sexual assault as systemic social justice issues rather than criminal offenses (e.g., prioritizing criminal justice reform or social justice theories over victim safety and offender accountability).
5. Generic community engagement or economic development without a clear link to violence prevention, victim safety, or offender accountability.
6. Programs that discourage collaboration with law enforcement or oppose or limit the role of police, prosecutors, or immigration enforcement in addressing violence against women.
7. Awareness campaigns or media that do not lead to tangible improvements in prevention, victim safety, or offender accountability.
8. Initiatives that prioritize illegal aliens over U.S. citizens and legal residents in receiving victim services and support.
9. Excessive funding for consulting fees, training, administrative costs, or other expenses not related to measurable violence prevention, victim support, and offender accountability.
10. Any activity or program that unlawfully violates an Executive Order.

Note: Nothing in this certification prohibits recipients from serving all eligible victims as required by statute, regulation, or award condition.

Out-of-scope activity numbers 1-4, 6-8, and 10 from the list above were stayed by a court order dated August 8, 2025, in *Rhode Island Coalition Against Domestic Violence, et al., v. Pamela Bondi, et al.* The stayed out-of-scope activities are not enforceable as to any OVW FY 2025 or FY 2026 awards unless and until the preliminary stay is lifted. For the most up-to-date information about the certification requirement, see the notice on OVW's Funding Opportunities page.

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 DOJ Grants Financial Guide (Section 2.3 Standards for Financial Management Systems) 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 DOJ Grants Financial Guide (Section 2.1 Application Process) 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.

Purchase of Real Property
VAWA STOP funds may not be used to purchase real property as defined within 2 CFR § 200.1 including land, including land improvements, structures, and appurtenances thereto, and legal interests in land, including fee interest, licenses, rights of way, and easements. Real property excludes moveable machinery and equipment.

Other Unallowable Costs
In addition to the unallowable costs identified in the DOJ Grants Financial Guide, Violence Against Women Act (as amended), OVW Frequently Asked Questions (FAQs) About STOP Formula Grants, and GMD Management Policies and Procedures Manual, GMD Management Policies and Procedures Manual, and costs to support "out-of-scope" activities as defined elsewhere within this NOFO, VAWA STOP award funds may not be used for the following:

- Prizes, rewards, entertainment, trinkets (or any type of monetary incentive);
- Gift cards or comparable cards for which usage or expenditures cannot be tracked;
- Subrecipient late fees of any kind (e.g. penalties or reactivation fees due to nonpayment)
    - This does not include late fees, penalties or reactivation fees incurred by a client due to the victimization that made them eligible for VAWA-funded assistance;
- Taxes for which exemptions are available to the subrecipient;
- Expenses for travel upgrades;
- Telephone, Tips, Laundry, or Alcohol costs incurred at a lodging establishment;
- Household items not specific to a survivor's immediate crisis period;
- Reimbursement of equipment already owed by the applicant or purchased through another funding source;

- Capital Expenses: Capital improvements, property losses and expenses, real estate purchases, mortgage payments, or construction (unless specifically allowable under the grant program and authorized within the notice of funding opportunity and subaward terms and conditions);
- Physical modifications to buildings, including minor renovations;
- Construction;
- Automobiles;
- Immigration fees;
- Civil legal representation in a lawsuit based on a tort claim;
- Bonuses, gifts, or employee recognition awards;
- Food and beverage costs (except as allowed within NOFO);
- Costs incurred outside the project period.

Administrative and Financial Requirements

In addition to the specific requirements set forth by the federal program through which grant funding is made available, VAWA STOP grants administered by JPSC are governed by the administrative and financial requirements of the following (including any updated version that may be posted during the period of performance):

- **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/financialguidedoj/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/FAP%20Policy%20Manual%20Rev%20Aug%202024.pdf
- **Office on Violence Against Women: Frequently Asked Questions (FAQs) About STOP Formula Grants:** https://www.justice.gov/ovw/page/file/1008816/dl

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. In addition, the Violence Against Women Act (as amended), includes a nondiscrimination provision that covers any program or activity funded in whole or in part by OVW (34 U.S.C. § 12291(b)(13)(A)). 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. Applicants may upload a copy of the applicant's Limited English Proficiency (LEP) plan to the Organization Profile.

Subrecipients may provide sex-segregated or sex-specific programming if doing so is necessary for the essential operation of a program (e.g., in the case of women's safety), so long as the subrecipient provides comparable services to those who cannot be provided with the sex-segregated or sex-specific programming (34 U.S.C. § 12291(b)(13)(B)).

NOTE: The DOJ has temporarily paused collection of the Equal Employment Opportunity Documentation and deactivated the report builder website. GMD will continue to monitor the status of the federal report builder. If the report builder is reactivated, the applicant will be required to complete the report and submit the required documentation within 30 days of the applicant's receipt of notice that the report builder has been reactivated.

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, except for those explicitly designated as applying only to the "recipient" (JPSC).

Financial System Requirements
Subrecipients must 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 (Section 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 benefited 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).

If awarded funding through this NOFO, subrecipients must screen all contractors and vendors for suspension or debarment from receiving federal funds. No grant funds may be paid to vendors or contractors who are ineligible to receive them due to suspension or debarment.

Program Income
Program income refers to gross income earned by a subrecipient that is directly generated by a supported activity or earned as a result of the federal subaward during the period of performance. See 2 C.F.R. § 200.1 and 2 C.F.R. § 200.307 for program income definition and requirements. Examples of program income could include sale of property, attorney's fees and costs, registration/tuition fees, or asset seizures and forfeitures. Income received for the sale or personal of real property (e.g. cash, vehicles, real estate) seized as part of the activities of the project and awarded to subrecipient under state or federal forfeiture law qualifies as program income. Program income, where allowed, shall be subject to federal grant rules and requirements of the DOJ Grants Financial Guide (Section 3.4 Program Income):

- Program income must be used for the original purpose of the subaward;
- Program income earned during the period of performance may only be used for costs incurred during the period of performance;
- Program income must be expended prior to requesting additional Federal funds;
- If program income is earned, it must be accounted for up to the same ratio of Federal participation as funded in the project or program;
- The receipt and disposition of program income must be identified and tracked within the subrecipient accounting system and reported on the quarterly financial report submitted to JPSC;
- Program income is subject to the same supporting documentation requirements as direct charges to the subaward; and
- Any program income earned during the project period but not utilized for the project must be refunded to JPSC.

Under extenuating circumstances, e.g. receipt of an extremely large forfeiture award in the final quarter of the grant period, the subrecipient may request an extension of the grant period to expend funds through the Grant Award Modification (GAM) process. Terms of the GAM will be established at JPSC's discretion and subject to consideration of the period of performance end date of the federal award through which the subaward is funded.

NOTE: If awarded funds through this funding opportunity, the subrecipient shall provide services, at no charge, through the VAWA-funded project. Any deviation from this requirement requires prior approval from GMD.

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 progress reports in IGX within fifteen (15) days and financial reports within thirty (30) 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.

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.

Grant Award Modification
The purpose of a Grant Award Modification (GAM) is to update award details, modifying key facts or details about the award. Changes in the overall scope of the project and material changes to the project and budget are unallowable without prior written approval from GMD. Upon review and approval of requested changes, GMD will allow the subrecipient to initiate the GAM in IGX. GMD staff will review all

modifications and request corrections to the GAM request as needed. The award will be returned to Award Approved status upon final confirmation that approved GAM changes have been entered correctly. **The deadline to submit a GAM request to modify the project budget is October 31, 2027.**

Note: A Federal award agreement creates a legal and binding obligation for recipients and subrecipients to use the award as outlined in the agreement. The DOJ considers the deliberate redirection of the use of funds in a manner different from the purpose outlined in the award agreement a failure to properly support the use of award funds, which constitutes misuse of award funds. For more information, see DOJ Grants Financial Guide (Section 3.20 Grant Fraud, Waste, and Abuse).

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 45 days after the end of the project period. Any funds not expended (liquidated) at the end of the 45-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.

Agency Information

Legal Name
Enter the legal name of the applicant entity as registered 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 assigned Unique Entity Identifier (UEI) from the federal System for Award Management (SAM). First-time applicants can request assignment of a UEI by visiting https://sam.gov/entity-registration.

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 the following list of organization types:

- Court-Appointed Special Advocacy (CASA);
- Child Advocacy Center;
- Domestic Violence Shelter;
- Rape Crisis Center;
- Legal Aid;
- Law Enforcement;
- Prosecutor-Based (PAC);
- Prosecutor-Based (County);
- Other-Non-profit;
- Other-Local Government;
- Other-State Government; or
- Dual Program: CAC/RCC
- Dual Program: DV/RCC

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

- **Agency Representative** – 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.

Certifications and Disclosures

Notice of Funding Opportunity
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.

Certification Regarding Out-of-Scope Activities
Applicants must thoroughly review and certify that VAWA STOP funds will not be used to support out-of-scope activities, consistent with state and federal law and any applicable executive orders issued as of the date of the certification that are not enjoined by court order. Refer to the **Out-of-Scope Activities** section of this NOFO for a full list out-of-scope activities as determined by OVW.

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 reference.

Prosecution Certification Letter
Prosecutors' 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 reference.

Prosecutors' offices who have received VAWA subawards under a previous notice of funding opportunity must upload a copy of their protocol outlining trauma-informed practices and procedures for material witness petitions and bench warrants. Further details and resources related to VAWA STOP prosecution program requirements are available on the OVW Prosecutor Guide webpage. See the "For STOP Administrators and STOP- and ICJR-Funded Prosecutors' Offices" section of the resource page for a model protocol template.

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 the 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 and certify acceptance of 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. Applicants may upload a copy of the applicant's Limited English Proficiency (LEP) plan to the Organization profile using the link provided on the application page.

NOTE: The DOJ has temporarily paused collection of the Equal Employment Opportunity Documentation and deactivated the report builder website. GMD will continue to monitor the status of the federal report builder. If the report builder is reactivated, the applicant will be required to complete the report and submit the required documentation within 30 days of the applicant's receipt of notice that the report builder has been reactivated.

Additional Requirements

Determination of Suitability (Required)

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.

Disclosure of Lobbying Activities (If Applicable)

Applicants must complete and submit a Disclosure of Lobbying Activities (SF-LLL) if the applicant has paid or will pay any person to lobby in connection with the award for which it is applying **AND** this application is for an award in excess of $100,000. Lobbying means (for this requirement) influencing or attempting to influence an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress. See 31 U.S.C. 1352; 28 C.F.R. Part 69. This disclosure requirement is not applicable to such payments by an Indian Tribe, Tribal organization, or any other Indian organization that are permitted by other federal law. Most applicants do not engage in activities that trigger this disclosure requirement.

Applicants must indicate on the Additional Requirements page in IGX whether the application is subject to the disclosure requirement. If the application is subject to the disclosure requirement, the applicant must complete the SF-LLL according to the instructions below and attach to the designated upload field.

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 NOFO cover page
7. Federal Program Name/Description	List the Federal Program Name listed on the NOFO 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	

Conflict of Interest Disclosure (If Applicable)
Applicants are required to disclose in writing any potential conflict of interest, either in fact or appearance, as defined in the DOJ Grants Financial Guide (Section 3.20 Grant Fraud, Waste, and Abuse). 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 Details

Project Title
Applicants must provide a title for the proposed project.

Project Abstract
Applicants must provide a proposal abstract summarizing the proposed project, including the purpose of the project, primary activities, expected outcomes, the service area, and intended beneficiaries. This abstract should be written in the third person and may be made publicly available on the JPSC website if the project is awarded.

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. Applicants who intend to employ one or more effective or promising programs or practices recognized by the DOJ National Institute of Justice (NIJ) should make this clear within the proposal narrative and attach relevant citations reflecting the existing evidence base for such interventions.

Proposal Citations
Applicants must provide a list of verified sources of the data used to support proposal narrative content. Applicants are encouraged to use peer-reviewed literature, authoritative reports, governmental or intergovernmental data sources, or other high-quality publications. Applicants are encouraged to use the most recent publications, research findings, and statistics available, prioritizing sources published within the last 3 to 5 years, unless older work is foundational or historically significant. Each citation must include enough detail for reviewers to locate the original source (e.g., author, year, title, publication, and link if available).

STOP Purpose Areas

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

Kentucky Program Priority Areas

Kentucky identified three (3) goals or priority areas for use of its VAWA STOP funds within Kentucky's FFY 2026-2029 STOP Violence Against Women Implementation Plan published on the JPSC's VAWA STOP webpage. The application review tool allocates additional points to project proposals that support one or more of Kentucky's goals or priority areas. Applicants must only select those priority program areas which are applicable to the proposed project.

Area Served

Applicants must 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. Applicants must 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 Services
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 must provide a detailed description of how the proposed project will enhance the agency's performance. Applicants who have received a prior VAWA STOP subaward must provide a detailed description of services provided in the last year. The description must include number of clients served, services provided, counties served, and the outcome(s) achieved through those services. New applicants must provide an overview of services provided in the last year. Additionally, all applicants must describe agency outreach and services to unserved/underserved populations in the past year.

Budget

Applicants must construct budgets using web-based budget pages within the application in 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 NOFO 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 NOFO. There are six (6) budget categories:

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

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 written 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 DOJ Grants Financial Guide (Section 3.9 Allowable Costs) for allowability and supporting documentation requirements.

Overtime is an allowable Personnel cost. Hourly positions that are eligible for overtime during the course of their regular job duties do not need to specifically budget for unplanned, as-needed overtime. However, positions proposed to perform specialized activities during specifically assigned and planned periods of overtime should be included in the budget, with the position clearly identified as an overtime-only position.

- 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; and
- 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.

Volunteer Hours
OVW does not require volunteer utilization as an eligibility requirement for VAWA STOP funding. However, volunteers are permitted to work on the project as appropriate and the value of volunteer hours may be contributed as **in-kind cost sharing (match)**, in accordance with the provisions outlined within this section.

Completion of background checks is strongly encouraged for all volunteers; however, any volunteer reasonably expected to interact with minors during the course of activities under the award is subject to the Determination of Suitability background check and written determination requirements set forth in the **Determination of Suitability** section of this NOFO.

Volunteer Hours Contributed as In-Kind Match
Volunteers must be at least 18 years of age and perform professional duties for the subrecipient. Volunteer hours used for **in-kind match** are limited to VAWA-allowable activities related to the VAWA STOP project for which the grant was awarded. Volunteer hours contributed as in-kind match are subject to the same cost documentation requirements as direct charges to the award. The valuation of planned in-kind match volunteer hours should be determined using the salary plus applicable fringe benefit costs the organization would assign to a paid staff position performing the same duties. Applicants may refer to the value of volunteer hours for the state of Kentucky (NOT the national average) accessible at https://independentsector.org/resource/value-of-volunteer-time/, however, this website should not be the sole or primary basis of such valuation.

Applicants who intend to contribute volunteer hours as in-kind match must:
- Enter the total number of qualifying volunteer hours expected to be contributed during the award period; and
- Enter the hourly rate for volunteer activities that will be applied as in-kind match.

Note: Applicants who do not plan to contribute volunteer hours as in-kind cost sharing (match) are not required to complete the Volunteer Hours page of the application in IGX.

Contractual Services
Applicants may request funds to support costs associated with products or services to be procured by contract. Contractual Services budget category cost items may include but are not limited to contractual employment costs, goods or services procured by contract, and individual consultant fees. 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.

Contract employees paid by an agency that is a vendor for employment services do not qualify as individual consultants and should not be listed individually on the Contractual Services page. Applicants who plan to contract with an agency that is a vendor for employment services should list the name of the staffing agency and the total amount of the planned contractual engagement supported by grant funds in the table provided.

Refer to the **Procurement** section of this NOFO for procurement prior approval requirements. 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 October 2024).

Applicants must:
- Enter the name of the vendor, contractor, or consultant, if known at the time of application;
- Describe the contractual service to be provided;
- Disclose the estimated contractual service cost;
- Describe the planned procurement or consultant selection process; and
- Demonstrate the requested amount does not exceed fair market value.

For each planned product, service, or consultant to be procured by contract, applicants must use the Supporting Documentation upload fields to upload the following documents as a single PDF packet:
- A copy of the proposed contractual agreement, if available. Dates should be specific to the project period and the compensation rate must be specified; and
- Job description for any contractors who regularly function as agency staff members.

Travel and Training

Applicants may request funds to support necessary travel and training expenses directly related to project activities. Allowable travel and training costs include but are not limited to registration, transportation, lodging, airfare, and subsistence for travel and training activities specific to the VAWA STOP project. 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. Travelers are not eligible to receive meal reimbursements for meals included within conference or training registration fee. 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; and
- Show the basis of computation.

Operating Expenses

Applicants may request funds for operating expenses that 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 $10,000 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 $10,000 must be categorized as Equipment. Refer to the **Procurement** section of this NOFO for procurement prior approval requirements.

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; and
- Upload available supporting documentation to substantiate requested amounts.

If requesting funds for indirect costs, applicants must:
- Upload a copy of the current (unexpired) federally negotiated indirect cost rate agreement and provide calculations demonstrating compliance with the agreement, or
- Certify the applicant is eligible for and electing to utilize a de minimis rate of up to 15% of the Modified Total Direct Cost (MTDC) of the project, and provide calculations demonstrating application of that de minimis rate to the MTDC.

Equipment

Applicants may request funds for equipment, defined as non-expendable items with a unit price of $10,000 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 must 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. Refer to the **Procurement** section of this NOFO for procurement prior approval requirements.

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;
- 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;
- Describe the analysis of leasing or purchasing options used to determine the most economical approach to equipment acquisition; and
- Describe the planned procurement method and demonstrate compliance with applicable organizational and federal procurement requirements.

Source of Match

Applicants who are required to provide match or applicants who elect to voluntarily contribute cost sharing (match) funds 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. Refer to the **Volunteer Hours** section of this NOFO for instructions on determining the valuation of volunteer hours contributed as in-kind match**.** Applicants eligible for a match waiver who elect NOT to voluntarily contribute match may enter "N/A" in the required text field included on this application page.

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.

Match Requirement Waiver

Applicants who are victim service providers may use the box provided on this application page to request a full or partial waiver of the 25% cost sharing (match) requirement.

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.