

STOP Formula Program

Implementation Plan Checklist

Updated February, 2017

Date _____

Grantee Name _____

Instructions: The STOP statute and regulations require an implementation plan as part of the STOP application, which must include certain elements. This tool is intended to help both STOP Administrators and OVW grant managers ensure that the plan includes all of the required elements under the statute and its implementing regulations. This tool only includes those elements which are required; additional information may help the state and its partners communicate state goals and priorities, as well as help OVW better understand the context of the plan and the services in the state.

I. Introduction

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

II. Description of Planning Process

- A. A brief description of the planning process.
- B. Documentation from each member of the planning committee as to their participation in the planning process (cross out and note "N/A" to the right if not applicable, for example dual coalition in states with individual coalitions or tribal government in states without any state or federally recognized tribes):
 - 1. State sexual assault coalition;
 - 2. State domestic violence coalition;
 - 3. Dual domestic violence and sexual assault coalition;
 - 4. Law enforcement entity or state law enforcement organization;
 - 5. Prosecution entity or state prosecution organization;
 - 6. A court or the state Administrative Office of the Courts;
 - 7. Representatives from tribes, tribal organizations, or tribal coalitions;

- 8. Population specific organizations representing the most significant underserved populations and culturally specific populations in the State other than tribes (which are addressed separately);
- 9. Other if relevant (including survivors, probation, parole, etc.).

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

1. Which category the participant represents of the entities listed in 42 U.S.C. 3796gg-1(c)(2), such as law enforcement, state coalition, or population specific organization;
 2. Whether they were informed about meetings;
 3. Whether they attended meetings;
 4. Whether they were given drafts of the implementation plan to review;
 5. Whether they submitted comments on the draft;
 6. Whether they received a copy of the final plan and the summary of major concerns; and
 7. Any significant concerns with the final plan.
- C. A summary of major concerns that were raised during the planning process and how they were addressed or why they were not addressed, which should be sent to the planning committee along with any draft implementation plan and the final plan
 - D. A description of consultation with other collaboration partners not included in the planning committee
 - 1. Sexual assault victim service providers.
 - 2. Domestic violence victim service providers.
 - 3. All state and federally recognized tribes. Documentation must include a description of efforts to reach tribes and how tribes were meaningfully consulted.
 - 4. Population specific organizations, representatives from underserved populations, and culturally specific organizations. The plan must include information on how the state selected and meaningfully consulted with the included organizations, including how the state considered both demographics and barriers/historical lack of access to services for each population.
 - 5. Information on any others that were consulted but not part of the planning committee.
 - E. A description of how the state coordinated this plan with the state plan for the Family Violence Prevention and Services Act and the programs under the Victims of Crime Act and section 393A of the Public Health Service Act (Rape Prevention Education), including the impact of that coordination on the contents of the plan.

III. Needs and Context

- A. Demographic information regarding the population of the state derived from the most recent available United States Census Bureau data including population data on race, ethnicity, age, disability, and limited English proficiency.
- B. Description of the methods used to identify underserved populations within the state and the results of those methods, including demographic data on the distribution of underserved populations within the state.

IV. Plan Priorities and Approaches

A. Identified Goals

- 1. Concise description of current state goals and objectives.
- 2. Goals and objectives for reducing domestic violence-related homicides within the state, including available statistics on the rates of domestic violence homicide within the state and challenges specific to the state and how the plan can overcome them.

B. Priority Areas

- 1. Narrative about the priorities or goals the state has set regarding how STOP funds will be used.
 - a. If the state plans to address the “Crystal Judson” purpose area, include narrative on providing the required training.
 - b. If the state does not plan to use the “Crystal Judson” purpose area, include a note to this effect.
- 2. General descriptions of the types of programs and projects that will be supported with STOP dollars.
- 3. A description of how the funds will be distributed across the law enforcement, prosecution, courts, victim services, and discretionary allocation categories.
- 4. Documentation from the:
 - prosecution;
 - law enforcement;
 - court; and
 - victim services programs to be assisted, describing:
 - a. the need for the grant funds;
 - b. the intended use of the grant funds;
 - c. the expected result of the grant funds; and
 - d. the demographic characteristics of the population to be served including age, disability, race, ethnicity, and language background.

This documentation may be in the form of letters from current grantees or State- or Territory-wide organizations representing prosecution, law enforcement, courts and victim services able to comment on the current and proposed use of grant funds.

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

C. Grant-making Strategy

- 1. A description of how the State will address the needs of sexual assault victims, domestic violence victims, dating violence victims, and stalking victims, as well as how the State will hold offenders who commit each of these crimes accountable.
- 2. A description of how the state will give priority to areas of varying geographic size with the greatest showing of need based on the availability of existing domestic violence, dating violence, sexual assault and stalking programs.
- 3. A description of how the state will determine the amount of subgrants based on the population and geographic area to be served.
- 4. A description of how the state will equitably distribute monies on a geographic basis including nonurban and rural areas of various geographic sizes.
- 5. Description of methods to be used for solicitation/review of proposals and selection of subgrant projects and for which sectors these methods apply, including whether the process will be competitive and whether the state plans to use pass-through administration for any or all categories of subgrants.
- 6. A timeline for the STOP grant cycle.
- 7. Whether STOP subgrant projects will be funded on a multiple or single-year basis
- 8. A description of how the state will ensure that any subgrantees will consult with victim service providers during the course of developing their grant applications in order to ensure that the proposed activities are designed to promote the safety, confidentiality, and economic independence of victims.
- 9. A description of how the State will ensure that eligible entities are aware of funding opportunities, including projects serving underserved populations.
- 10. Information on projects that the state plans to fund, if known.

D. Addressing the Needs of Underserved Victims

- 1. Description of how the state will recognize and meaningfully respond to the needs of underserved populations as defined by the Violence Against Women Act (VAWA) 2013. This includes information on how the state plans to meet the needs of the identified underserved populations, including, but not limited to, culturally

specific populations, victims who are underserved because of sexual orientation or gender identity, and victims with limited English proficiency.

- 2. Specifics on how the state plans to meet the set aside for culturally specific community based organizations, including a description of how the State will reach out to community-based organizations that provide linguistically and culturally specific services.
- 3. A description of how the state will ensure that monies set aside to fund culturally specific services and activities for underserved populations are distributed equitably among those populations.
- 4. Specific information as to which subgrantees meet the required 10% set aside for culturally specific organizations within the victim services allocation (if known).