



South Dakota Victims' Services Application and Instructions for SFY 2018-19

Services*Training*Officers*Prosecutors (STOP)/
Violence Against Women (VAWA)
Community Response Team (CRT) Grant

SOUTH DAKOTA VICTIMS' SERVICES
Department of Social Services
700 Governor's Drive
Pierre, SD 57501-2291
Phone: 605.773.5884 or
800.696.9476 (in-state only)
FAX: 605.773.4085

STOP/VAWA Grant Application

OVERVIEW

Federal funding from the Office of Violence Against Women, in the Department of Justice, supports the **Services*Training*Officers*Prosecutors (STOP)/Violence Against Women Act (VAWA)** grants for law enforcement and prosecution strategies to combat violent crimes against women, including domestic violence, dating violence, stalking, and sexual assault. South Dakota Victims' Services awards STOP/VAWA grants to two types of groups: law enforcement agencies, prosecution agencies, and courts; and agencies that provide victims' services. There are two separate application processes for these groups. The application covered in this document must be used by law enforcement/prosecution agencies and courts for Community Response Teams (CRT).

STOP/VAWA Primary Purpose

- Develop and implement effective law enforcement and prosecution strategies to combat domestic violence, sexual assault, and stalking.
- Develop and enhance victims' services in cases involving domestic violence, sexual assault, and stalking.
- Increase the number of prosecutors designated toward domestic violence, sexual assault, and stalking cases.
- Serve primary victims ages 11 and older.
- Promote partnerships between victims' service providers, law enforcement, and prosecutors that ensure a seamless response to domestic violence, sexual assault, and stalking cases.

STOP/VAWA funds are allocated based on federal guidelines:

- 25 percent allocated to law enforcement
- 25 percent allocated to prosecution
- 5 percent allocated to courts
- 15 percent allocated for State discretionary funding
- 30 percent allocated to Victims' Services

This grant application is for the portion of South Dakota Victims' Services STOP/VAWA funding allocated specifically to law enforcement, prosecution, and courts for Community Response Teams (CRTs). Separate applications are required for STOP/VAWA grant funds allocated to victims' services and STOP/VAWA State Discretionary funding. Those other applications can be found at: <https://dss.sd.gov/keyresources/victimservices/grantinfo.aspx>.

Community Response Team Applications

A Community Response Team (CRT) is comprised of a State's Attorney, a local law enforcement representative, a Victim Witness Assistant (if applicable), a Victim Advocate, and other appropriate community professionals. A CRT works together to enhance the community's response to domestic violence and sexual assault victims by improving policies and procedures,

providing training, and increasing the number of successful domestic violence and sexual assault prosecutions. CRTs must meet at least quarterly, or more often if needed.

Counties may apply for STOP/VAWA funding specifically to implement/administer a CRT. Applications for CRTs should be submitted through the State's Attorney's office. Counties have the flexibility to use STOP/VAWA grant funds for additional compensation for part-time State's Attorneys, full- or part-time Deputy States' Attorneys, and/or a Victim Witness Assistant. Counties that intend to apply for STOP/VAWA funding for CRTs must be able to adhere to, at minimum, the following CRT activities.

1. Work with other participating agencies of the CRT to improve the comprehensive and coordinated approach of the criminal justice system's response to victims of domestic violence, sexual assault, dating violence, and stalking, including meeting together for this purpose on a regular basis (at least quarterly).
2. As needed, change or add policies and protocols on domestic violence, sexual assault, dating violence, and stalking within the agency that receives the grant funds, with the goal of keeping victims safe and holding offenders accountable. The agency that receives the grant funds also must agree to share these written policies and protocols with other participating agencies of the CRT.
3. Actively participate in the sharing of information about domestic violence, sexual assault, dating violence, and stalking cases, which is not prohibited by State or federal statutes or other agency policy, for the purpose of improving victims' safety and holding offenders accountable.
4. Be actively involved in the establishment of goals, objectives, and specific outcomes/results of the CRT effort.
5. Assure training on domestic violence, sexual assault, dating violence, and stalking is provided to all personnel in the agency that receives the grant funds.
6. Cooperate in providing information and statistics required by South Dakota Victims' Services and federal STOP/VAWA grant partners.
7. Understand all provisions of STOP/VAWA relevant civil and criminal statutes in South Dakota pertaining to domestic violence, sexual assault, dating violence, and stalking, including any limitations of action prescribed by law or agency policies.
8. Enhance and supplement initial arrest reports by further investigation to corroborate the testimony of victims.
9. Track each domestic violence, sexual assault, and stalking case prosecuted, and analyze sentences given to defendants.
10. Establish and maintain documentation to demonstrate that investigation and prosecution of violent crimes against women has been enhanced.

APPLICATION & PROGRAM GUIDELINES

This application and program guidelines document provides information for law enforcement, prosecution, and court agencies interested in applying for STOP/VAWA CRT grants through the South Dakota Department of Social Services Victims' Services Program for SFY 2018-19. The grant period for this year will run from June 1, 2018, to May 31, 2019.

The application and all required attachments must be submitted via VSMS and hard copies must be received in the South Dakota Victims' Services office no later than 5:00 p.m. CDT on April 2, 2018.

Applications received after this date, or applications that have incomplete or missing materials will not be considered for funding. Grant awards will be announced in early May 2018.

VSMS SYSTEM REGISTRATION AND ACCESS

All Victims' Services grant applications for STOP/VAWA funding must be submitted through the State's Victims' Services Management System (VSMS). In addition, there are a number of documents that cannot be uploaded in VSMS, and therefore must be mailed to the Victims' Services office. **It is critical that applicants plan enough time to ensure that all information – whether submitted in VSMS or mailed – is received in the Victims' Services office no later than 5:00 p.m. CDT on April 2, 2018.** Late applications will be ineligible for funding; incomplete applications will be considered late applications.

Application Requirements

Before an application may be filled out in VSMS, applicants must complete the following:

A. Acquire a DUNS (Data Universal Numbering System) Number

All applicants are required to include a DUNS (Data Universal Numbering System) number in their application. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and tracking entities receiving federal funds. Obtaining a DUNS number is free. To obtain a DUNS number or see if your agency already has a DUNS number, call 1-866-705-5711 or go to <http://fedgov.dnb.com/webform>.

B. Acquire or renew registration with the System for Award Management (SAM) Database

All grant recipients must be registered in the System for Award Management (SAM) database (formerly Central Contracting Registry, or CCR). The SAM database is a repository for standard information about federal financial assistance applicants, recipients, and subrecipients. All applicants need to maintain an active SAM registration throughout the application process and, should a grant be made, throughout the life of the grant award. Registration must be updated annually and can be done online at www.sam.gov. There is no fee to register.

C. Register as a user of VSMS

New agencies (those not currently receiving any funding from South Dakota Victims' Services) interested in applying for funds must contact Victims' Services Program Specialist Laura Quasney at Laura.Quasney@state.sd.us or 605.773.4317. Current

grantees can use their existing accounts to log into VSMS to enter information for their SFY 2018-19 grant applications.

- D. Log into VSMS** and select *Grant Applications*. *Grant year 2019* and select the grant(s) for which the agency wants to apply. Then select *Continue*.
- a. For more in-depth directions on using VSMS, refer to the VSMS User's Manual pages 20-27. A copy of the manual will be provided once the agency is registered with the Victims' Services Program.
- E. Complete each section for the Grant Application in VSMS.**
1. *Agency Insurance Information Document*
 - a. Answer all three questions, then include an ACORD document in the *Supporting Documents Packet* (which must be mailed to Victims' Services). This is a one-page certificate of insurance that summarizes essential information about the agency's insurance policy, such as coverage types, policy numbers, insurance limits, and effective and expiration dates. It is required for federal grants to show that an organization has insurance coverage for any equipment that may be obtained with federal funds. Agencies should contact their insurance agent to obtain a current ACORD document.
 2. *Funding Source Document*
 - a. Using the form provided, list all funding sources the agency anticipates receiving specifically to support its victims' services programs and activities during the project period, June 1, 2018 – May 31, 2019.
 3. *Grant Use Information Document for STOP/VAWA*
 - a. Define the agency's service area. In Box 1, list the counties within which the agency provides victims' services. In Box 2, identify any counties the agency only partially serves.

Select the appropriate boxes for *How is service area determined*. Add a description for *Other*, if applicable.
 - b. Provide the agency's policy(ies) for determining eligibility for services (**NOTE:** this information has to be included in the packet of application documents that must be mailed to South Dakota Victims' Services).
 - c. The *Optional* field should only be used for specialized program applications.
 - d. In the drop-down box, select the appropriate *Purpose* for the agency's grant request.
 - e. Select the appropriate box identifying *Services to be offered*.
 - f. List the total number of full time equivalent (FTE) *Staff* that will work on grant-funded activities. It is important to distinguish between employees and contractors. South Dakota Victims' Services funds may be used for both, but the State requires agencies to provide the contractual information for contractors.
 - g. List the total number of FTE *Volunteers* that will work on grant-funded activities.

Identify the specific services that volunteers will provide.

- h. Use the form to identify the *Categories of victims* the agency expects to serve during the project period. Of the total number of victims the agency expects to serve, provide the *Percentage* the agency anticipates serving in each category.
 - i. Select the *Services* the agency will provide with the South Dakota Victims' Services funds.
 - j. *Optional* – provide any additional information about the activities for which the agency is requesting funds that would be important for South Dakota Victims' Services to know.
4. *STOP/VAWA Detailed Budget Narrative and Worksheets*
- There are multiple categories for which agencies can request funding from the various grants managed by South Dakota Victims' Services. These include Personnel, Benefits, Rent & Operating Expenses, Emergency Services, Furniture & Equipment, Travel & Mileage, Development & Training, Telephone, Prevention & Community Education. You will follow the same basic steps to fill out the Budget Narrative and Worksheet for each category of funding. If an agency is not applying for funding in a budget category, that category should be left blank.
- a. Enter any *Staff Position(s)* the agency is requesting to fund through the grant request. Indicate if a position is *New (N)* or *Existing (E)* and if the position is *Full-time (FT)* or *Part-time (PT)*. List the *Total Salary* for each position and the *Percentage of grant funding* requested to pay for the position. Select *Insert* to add the position to the worksheet.
 - b. For each position for which the agency is requesting grant funding, list the *Benefits* and provide the *Formula* used to calculate those benefits.
 - c. Enter a brief *Description of duties* for each requested position and identify why they are needed to support the agency's victims' services.
 - d. Follow the steps noted above on the Detailed Budget Worksheet for each position for which the agency is requesting grant funds.
 - e. Click *Save This Section* to move on to the next budget area for the grant request. Continue utilizing these basic steps for each *Budget Category* for which the agency is requesting funds.
 - f. The final screen for each grant program includes a question regarding match. Once the match information is completed, click *Save This Section* and then *Grant Application Home*. Once the agency has completed all required information for a section, (for example, *Agency Insurance Information Document*), the *Validated* box for that section will be checked. If this box is not checked, it is critical to return to that section and complete the missing information.
 - g. After making sure that all of the *Validated* boxes are checked, click the *Submit* button. This makes the grant application information available to the South Dakota Victims' Services staff. Grant application information cannot be reviewed until the *Submit* button has been clicked!

- F. Email Laura Quasney, Victims' Services Program Specialist, at Laura.Quasney@state.sd.us when the application has been submitted via VSMS. This will help to expedite the review process.
- G. Remember that there are a number of hard copy documents in the *Supporting Documents Packet* that also must be mailed to South Dakota Victims' Services for an application to be considered complete. Mail all required hard copy documents to: Victims' Services, Department of Social Services, 700 Governors Drive, Pierre, SD 57501. **Applications and ALL attachments must be received no later than 5:00 p.m. CDT on April 2, 2018, to be considered for review.**

CRT GRANT ELIGIBILITY GUIDELINES

To be eligible for this STOP/VAWA CRT funding, an agency must:

1. Be a **public or non-profit** organization that provides direct services to victims of crime.
2. Be able to meet program match requirements, using non-federal funds committed for direct victims' services.
3. Promote, within the communities served, a coordinated approach to serving victims of crime that minimizes duplication of effort and contributes to better and more comprehensive services to crime victims. Coordination may include, but is not limited to serving on State, federal, local, or Native American task forces, commissions and/or working groups and developing written interagency agreements.
4. Assist eligible victims of crime with information about and access to Crime Victims' Compensation (CVC) Program benefits. This assistance includes referring identifying crime victims and advising them of the availability of CVC benefits, assisting eligible victims with CVC application forms and procedures, obtaining necessary documentation, monitoring claim status, and intervening on behalf of victims who have applied for assistance from the CVC program.
5. Comply with applicable provisions of the Victims' Services Guidelines, the Office of Justice Programs Financial Guide, and the Office of Violence Against Women Financial Grant Management Guide. This includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of funds received. For example, financial documentation for disbursements, daily time and attendance records specifying time devoted to allowable victims' services, client files other sources of revenue that support any portion of victims' services, job descriptions, contracts for services, other records which facilitate an effective audit, records retention, and compliance with monitoring and/or audit activities and requirements.
6. Maintain statutorily-required civil rights information on victims served by race, national origin, sex, age, color, religion, and disability. Permit reasonable access to organization books, documents, papers, and records to determine whether the recipient is complying with applicable civil rights laws.
7. Prohibit any activities that may compromise victim safety.
8. Provide a variety of services and assistance to victims of crime.
9. Provide services through the funded program at no charge to victims of crime.

10. Maintain confidentiality of client information.
11. Prohibit policies that deny individuals access to services based on their relationship to the perpetrator.

APPLICATION REVIEW PROCESS

All STOP/VAWA CRT grant applications will be screened by the South Dakota Victims' Services Program Manager for eligibility and completeness. A group of staff from Victims' Services and the Secretary's Office at the Department of Social Services (DSS) also will review the applications and make decisions about final award amounts for each agency, which may be equal to or less than the amount requested. Each year, DSS and Victims' Services set specific priorities, in addition to the review criteria, to guide funding decisions. Generally, Victims' Services funding priorities include:

- Continued support for agencies that maintain eligibility and have proven their effectiveness in assisting victims of crime.
- Attention to the federal requirements for each grant.
- Geographic balance, including programs that make services available to rural and frontier areas of the State.
- A diverse base of funding and other support, particularly local community support, shown either by local funding or volunteer support (or both), that indicates an agency does not rely solely on government funding. The Office for Victims of Crime (OVC) notes that at least 25 percent of an agency's funding in the year of, or the year preceding an award, should come from other sources, which may include other federal funding programs.

All applications will be reviewed on the basis of the following criteria:

- Eligibility of the agency (per requirements on pages 7-8 above).
- A thorough, thoughtful, and succinct description of the proposed use of funds that matches the description of needs and includes goals and expected or desired outcomes. This should include specifics of what the agency wants to accomplish with the funding being requested, and whether the goals are to maintain current services, expand or enhance services, develop new services, or serve new areas or populations. Agencies should include how they will measure their desired outcomes to determine if they have met their stated goals.
- The number of individuals served compared to the amount of funding requested.
- The agency's history of grant funding management and financial management.
- A compelling description of need supported by evidence, e.g., crime statistics data that show a need for specific types of services, identify areas that have high rates of certain types of crimes, or reveal gaps between the number of victims served and the total number of victims that needed services, etc.
- The agency's past performance, particularly in terms of financial management, monthly reporting, and compliance with prior year grant requirements, also will be considered in the review process for organizations that have previously received funds from the South Dakota Victims' Services Program.

- Each grant award also will be calculated based on a funding formula or other pre-established method, depending on the grant fund requirements.

South Dakota Victims' Services makes an effort to continue funding organizations that remain both eligible and effective in providing STOP/VAWA CRT services from year to year. However, agencies must show evidence of their eligibility and effectiveness each year in the application process. South Dakota Victims' Services does not guarantee any agency will continue to receive funding from one year to the next. All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by federal or State law.

FUNDING MATCH REQUIREMENTS

South Dakota Victims' Services requires a "match" of resources for STOP/VAWA CRT funding for law enforcement, prosecution, courts, and CRT agencies. Allowable match can include cash, or in-kind services and goods, or a combination of both. As agencies develop their funding requests, it is important for them to consider the ability to meet any specific STOP/VAWA match requirements.

STOP/VAWA Match Requirements

The STOP/VAWA program funding allocated for law enforcement, prosecution, court and CRT agencies requires a 25 percent match. Additional match guidelines include the following.

- Agencies may not use federal funds from other programs to meet STOP/VAWA match requirements. However, State or local funds, or funds contributed by the private sector, may be used as match. The exception to this is that any State Domestic Abuse and Sexual Assault (DASA) grant program funds an agency also may be receiving **cannot** be used as match.
- Cash, goods, services, or in-kind time used to match one federal grant may not be used to meet match requirements for another federal grant.
- In-kind match consists of donations to support services and activities that are not cash, such as furniture or equipment, that can be quantified in dollars. It can also be the value of time contributed by volunteer professionals, technical personnel, and other skilled and unskilled labor, if the services they provide are an integral and necessary part of grant-funded services and activities. The value placed on donated services must be consistent with the rate of compensation for similar work paid for by the agency. South Dakota Victims' Services has set a match rate of \$12.00 per hour for individuals who provide volunteer crisis line coverage during non-office hours. The same match rate of \$12.00 per hour also should be used for volunteers who provide unskilled labor.
- All funds designated as match are restricted to the same use as the federal grant funds they are matching. For example, an agency may match a South Dakota Victims' Services grant with funds that are used to provide direct services to victims, but not with funds that are used for administration of programs, lobbying, etc. Volunteer time spent on administrative duties, as well as time donated for fundraising, **cannot** be used as match.

- Agencies must maintain records that clearly show the source, amount, and period during which the match was allocated. South Dakota Victims' Services requires monthly reporting and drawdowns for grant-funded activities, so match should be calculated and reported monthly. The basis for determining the value of personal services, material, equipment, and space and facilities must be documented. Volunteer services must be documented and supported using the same methods the agency uses to track and report time of its paid employees.

Examples of allowable match contributions include, but are not limited to:

- Cash – the value of direct expenses for grant-funded services and activities.
- Volunteer Professional and/or Personal Services – services must be necessary to the grant-funded activities and the value of volunteer time must utilize a rate of no more than \$12.00 per hour.
- Donated Materials/Equipment – the value claimed for donated items may not exceed their fair market value.
- Space and Facilities – the value claimed for space and facilities may not exceed the fair market rental value of a comparable space and facilities in the same locality; if claiming match for space and facilities, the space and facilities cannot be owned by the agency receiving the South Dakota Victims' Services grant funds.

Calculating the Match for STOP/VAWA

To calculate the minimum amount of matching funds needed for the required match, use the following formula:

1. Decide the amount of funding you will request from STOP/VAWA grant program.
1. Divide the request amount by 100 percent, minus the percent of match required.
2. The result will be the Total Project Cost.
3. Multiply the Total Project Cost by the percentage of match required (e.g., 25%). This will result in the amount of matching funds needed.

Example: Calculating STOP/VAWA Match

A Program wants to apply for \$7,000:

1. \$7,000 divided by 75% = \$9,333 (Total Project Cost)
2. \$9,333 times 25% (required match) = \$2,333

\$2,333 is the Match Amount Required

A law enforcement agency wants to apply for \$7,000 in STOP/VAWA funding.

- Step 1: 100% - 25% (required STOP/VAWA match percentage) = 75%
- Step 2: \$7,000 (requested amount) / 75% = \$9,333 (Total Project Cost)
- Step 3: \$9,333 (Total Project Cost) x 25% (required match) = \$2,333

\$2,333 is the Match Amount Required for a \$7,000 STOP/VAWA CRT grant funding request.

This means the total project budget for the agency is \$9,333 (\$7,000 + \$2,333). The agency

must be able to demonstrate it can meet the \$2,333 match, and how it plans to meet it, to receive the \$7,000 award.

NON-SUPPLANTING

All South Dakota Victims' Services grant funds are to be used to enhance or expand services to victims, not to substitute (supplant) other funding sources. In other words, State and local funds presently appropriated for programs or activities may not be decreased due to additional federal funds being made available through South Dakota Victims' Services. STOP/VAWA funds must be used to add to and not replace programs and services that already exist. If questions of supplanting arise, South Dakota Victims' Services may require an organization to substantiate that any reductions in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.

METHOD OF PAYMENT

South Dakota Victims' Services pays awarded STOP/VAWA CRT grant funds on a reimbursement basis. Requests for payment must be submitted through VSMS and must include a breakdown of expenses incurred and funds requested. **Please note that South Dakota Victims' Services has new reimbursement documentation requirements that organizations must meet to receive payment of awarded funds. Organizations will be required to submit a new "Reimbursement/Match Worksheet," along with receipts and other evidence that shows the complete breakdown of what the funds will be used to pay for and verify that these are allowable expenses for reimbursement.** This information will be included in packets sent to agencies with their approved awards.

Drawdowns should be submitted monthly. Agencies must submit drawdown requests for the previous month's allowable expenses no later than the 20th day of the following month. However, to allow the State time for the closeout of the fiscal year, drawdowns for allowable expenses incurred in May 2018 must be submitted no later than June 10, 2018. Agencies must expend all awarded funds by the end of the contract period on May 31, 2018.

Agencies may use indirect cost rates if they have a federally-approved indirect cost rate. A copy of the rate approval must be attached to the application materials (**NOTE:** this information has to be included in the packet of application documents that must be mailed to South Dakota Victims' Services). If the applicant does not have an approved rate, one can be requested by contacting any relevant federal agency; or an agency may elect to charge a de minimis rate of 10 percent of modified total direct costs, as indicated in 2 CFR Part 200.414f.

REPORTING REQUIREMENTS

As noted above, agencies must report their matching funds on a monthly basis. Agencies also are required to track demographic and service information on the clients they serve with STOP/VAWA funding from South Dakota Victims' Services, and must complete quarterly progress reports in the format specified by each applicable federal grant. Reports are due on July 15, 2018, October 15, 2018, January 15, 2019, and April 15, 2019.

Agencies that receive STOP/VAWA funding also must complete an Annual Progress Report using a reporting form from the Muskie Institute. Agencies can review the STOP/VAWA reporting requirements by going to the Muskie Institute website at <http://muskie.usm.maine.edu/vawamei/>. STOP/VAWA Annual Progress reports are due February 15, 2019.

All agencies that receive funding from South Dakota Victims' Services also are required to submit a Year-end Final Financial Report by July 15, 2019.

Attachment A

AGENCY INFORMATION			
Applicant Agency Name		Agency Federal Employer ID#	
Agency Director		Agency DUNS #	
Director's Contact Information	Email:	Phone:	
Agency Physical Address			
Agency Mailing Address			

STOP/VAWA CRT APPLICATION INFORMATION

Please check that <u>each of the documents below</u> is included in the packet of required materials you have mailed as part of your STOP/VAWA CRT application.	
1. STOP/VAWA CRT Grant Proposed Budget for June 1, 2018 – May 31, 2019.	<input type="checkbox"/>
2. STOP/VAWA account bookkeeping report of actual expenses for June 1, 2017 – May 31, 2018 (only applies to current subgrantees).	<input type="checkbox"/>
3. A summary and flow chart of how the applicant's CRT will respond to domestic violence, sexual assault, and stalking victims, enhance safety, and hold offenders accountable.	<input type="checkbox"/>
4. A plan to foster collaboration between prosecutors, law enforcement, and victim service providers.	<input type="checkbox"/>
5. A plan for culturally sensitive initiatives to respond to minority women, especially Native American women living off the reservation.	<input type="checkbox"/>
6. The previous year's statistics showing the number of violent crimes against women that were successfully prosecuted and goals for improvement.	<input type="checkbox"/>

Memorandums of Commitment (MOC) – <u>at minimum</u> , applicants must include MOCs (Attachment B below) from a State's Attorney, law enforcement, and a Victim Advocate. Check all that apply to the applicant's attached MOCs.	
<input type="checkbox"/>	State's Attorney (required)
<input type="checkbox"/>	Local Law Enforcement (required)
<input type="checkbox"/>	Victim Advocate (required)
<input type="checkbox"/>	Court Services

<input type="checkbox"/>	Probation Office
<input type="checkbox"/>	Social Services provider
<input type="checkbox"/>	Medical and/or Mental Health provider
<input type="checkbox"/>	Other (please describe)

CERTIFICATION

To the best of my knowledge and belief, the information in this application request for STOP/VAWA CRT grant funding from South Dakota Victims’ Services is true and correct. This document has been duly authorized by the governing body of the applicant organization.

 Typed Name of Chairperson of County Commissioners

 Email and telephone number

 Signature of Chairperson of County Commissioners

 Date

Attachment B

MEMORANDUM OF COMMITMENT FOR COMMUNITY RESPONSE TEAM

A Memorandum of Commitment (MOC) must be completed and signed by each participating agency in the Community Response Team (CRT) to show how agencies are actively participating in this project. MOCs must be included with the application and will be considered in funding decisions. Only one MOC is needed for each agency.

_____ (Agency) agrees to collaborate and actively participate with the CRT in this community and will:

- Work with other participating agencies of the CRT to improve the comprehensive and coordinated approach of the criminal justice system's response to victims of domestic violence, sexual assault, dating violence, and stalking including meeting together for this purpose as needed.
- Change or add policies and protocols on domestic violence, sexual assault, dating violence, and stalking within the agency, as needed, with the goal of keeping victims safe and holding offenders accountable. The agency also agrees to share these written policies and protocols with other participating agencies of the CRT.
- Actively participate in the sharing of information about domestic violence, sexual assault, dating violence, and stalking cases which is not prohibited by state or federal statutes or other agency policy for the purpose of improving victim safety and holding offenders accountable.
- Be actively involved in the establishment of goals, objectives, and specific outcomes/results of the CRT.
- Assure training on domestic violence, sexual assault, dating violence, and stalking is provided to all personnel in the agency.
- Cooperate in providing information and statistics required by the Crime Commission.
- Understand the provisions of the Violence Against Women Act and relevant civil and criminal statutes in South Dakota pertaining to domestic violence, sexual assault, dating violence, and stalking, including any limitations of action prescribed by law or agency policies.

Agency Head (Print or type)

Signature of Agency Head

Date

Signature of Active CRT Representative

Date