

STOP Formula Program

Implementation Plan Checklist

Updated April 2019

Date: [Click here to enter a date.](#)

State Administering Agency: [Click here to enter text.](#)

Instructions: The STOP statute and regulations require an implementation plan as part of the STOP application, which must include certain elements. (34 U.S.C. 10446(c)(2), (d)(5), and (i); 28 C.F.R. 90.12 and 90.19). This tool is intended to help STOP Administrators ensure that the implementation plan includes all of the required elements under the statute and its implementing regulations. In addition, OVW will use a similar tool to review each state's implementation plan. This tool only includes those elements that the statute and regulations require. A state may choose to include additional information in its implementation plan, which can 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. (28 C.F.R. 90.12(a))

II. 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. (28 C.F.R. 90.12(g)(1))

- 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 populations¹ within the state. (34 U.S.C. 10446(i)(2)(E); 28 C.F.R. 90.12(e))

III. 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 (34 U.S.C. 10446(i)(2)(B); 28 C.F.R. 90.12(b)(7))

(Note: cross out and indicate “N/A” to the right of an entity on the list below if not applicable, such as dual coalitions in states with individual coalitions or tribal governments 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 organizations² representing the most significant underserved populations and culturally specific populations in the state other than tribes (which are addressed separately);
9. Other individuals or entities, if relevant (including survivors, probation, parole, etc.).

At a minimum, this documentation must include the following for each planning committee member (34 U.S.C. 10446(i)(2)(B); 28 C.F.R. 90.12(c)(2)(ii)):

¹ The term “underserved populations” means populations who face barriers in accessing and using victim services, and includes populations underserved because of geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age), and any other population determined to be underserved by the Attorney General. (34 U.S.C. 12291(a)(39))

² The term “population specific organization” means a nonprofit, nongovernmental organization that primarily serves members of a specific underserved population and has demonstrated experience and expertise providing targeted services to members of that specific underserved population. (34 U.S.C. 12291(a)(21))

1. Which category the participant represents of the entities listed in 34 U.S.C. 10446(c)(2), such as law enforcement, state coalition, population specific organization, etc.;
 2. Whether they were informed about meeting(s);
 3. Whether they attended meeting(s);
 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 description of consultation and coordination with other collaboration partners not included in the planning committee (do not include tribes in this section. See “III. D” below for information on consulting and coordinating with tribes).
1. Sexual assault victim service providers. (34 U.S.C. 10446(c)(2)(H); 28 C.F.R. 90.12(b)(1))
 2. Domestic violence victim service providers. (34 U.S.C. 10446(c)(2)(H); 28 C.F.R. 90.12(b)(1))
 3. Population specific organizations, representatives from underserved populations, and culturally specific organizations. (34 U.S.C. 10446(c)(2)(G); 28 C.F.R. 90.12(b)(2))
 - a. how the state selected and meaningfully consulted with the included organizations, and
 - b. how the state considered both demographics and barriers/historical lack of access to services for each population.
 4. Information on any others that were consulted but not part of the planning committee. (28 C.F.R. 90.12(b)(8))
- D.** Consultation and coordination with tribes (34 U.S.C. 10446(c)(2)(F); 28 C.F.R. 90.12(b)(3) and (c)(2)(iii))³
1. A description of efforts to reach tribes
 2. Which tribes were consulted and which tribal official(s) for each tribe was contacted
 3. The means by which tribes were given the opportunity to offer their opinions
- E.** 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

³ For more information on this requirement, see *Frequently Asked Questions: State Consultation and Coordination with Tribes as Required for STOP Violence Against Women Grant Program Implementation Planning under 34 U.S.C. 10446(c)(2)(F)*, available at <https://www.justice.gov/ovw/resources-and-faqs-grantees>.

with any draft implementation plan and the final plan. (28 C.F.R. 90.12(c)(2)(i))

- F. 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. (34 U.S.C. 10446(c)(3); 28 C.F.R. 90.12(b)(6) and (g)(6))

IV. Documentation from Prosecution, Law Enforcement, Court, and Victim Services Programs

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. The documentation must describe:

1. the need for the grant funds;
2. the intended use of the grant funds;
3. the expected result of the grant funds; and
4. the demographic characteristics of the population to be served including age, disability, race, ethnicity, and language background.

(34 U.S.C. 10446(i)(2)(C))

V. Plan for the Four-Year Implementation Period

This section should describe 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. (28 C.F.R. 90.12(g)(3))

A. Goals and Objectives

1. Concise description of the state's goal and objectives for the implementation period. (28 C.F.R. 90.12(a))
2. Description of how STOP funding will be used to meet the state's goal and objectives during the implementation period. (34 U.S.C. 10446(i)(1); 28 C.F.R. 90.12(a))
3. A description of how the funds will be distributed across the law enforcement, prosecution, courts, victim services, and discretionary allocation categories. (See 34 U.S.C. 10446(c)(4))

B. Statutory Priority Areas

1. 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 two or more allocations (law enforcement, prosecution, victim services, and courts). (34 U.S.C. 10446(c)(5))

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. (34 U.S.C. 10446(i)(2)(G); 28 C.F.R. 90.12(f))

C. Addressing the Needs of Underserved Victims

Description of how the state will recognize and meaningfully respond to the needs of underserved populations as identified above in II. B. (34 U.S.C. 10446(e)(2)(D) and (i)(2)(F); 28 C.F.R. 90.12(d)(4))

1. Description of 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. (34 U.S.C. 10446(i)(2)(E); 28 C.F.R. 90.12(e))
2. 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. (34 U.S.C. 10446(e)(2)(D) and (i)(2)(F); 28 C.F.R. 90.12(d)(4))
3. 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. This could include specific information as to which subgrantees met the required 10% set aside within the victim services allocation for culturally specific organizations during the prior funding cycle. (34 U.S.C. 10446(i)(2)(E); 28 C.F.R. 90.12(g)(2))

D. Grant-making Strategy

1. Timeline for the STOP grant cycle. (See 28 C.F.R. 90.12(g)(8))
2. Description of how the state will ensure that eligible entities are aware of funding opportunities, including projects serving underserved populations. (28 C.F.R. 90.12(d)(5) and (g)(4))
3. 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. (34 U.S.C. 10446(i)(2)(D))

4. Description of how the state will identify and select applicants for subgrant funding, including whether a competitive process will be used. If different selection methods will be used for each allocation category, describe the method. (28 C.F.R. 90.12(g)(8))
5. Whether STOP subgrant projects will be funded on a multiple or single-year basis. (See 28 C.F.R. 90.12(g)(8))
6. Description of how the state will determine the amount of subgrants based on the population and geographic area to be served. (34 U.S.C. 10446(e)(2)(B) and (i)(2)(F); 28 C.F.R. 90.12(d)(2))
7. 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. (34 U.S.C. 10446(e)(2)(A) and (i)(2)(F); 28 C.F.R. 90.12(d)(1))
8. Description of how the state will equitably distribute monies on a geographic basis including nonurban and rural areas of various geographic sizes. (34 U.S.C. 10446 (e)(2)(C) and (i)(2)(F); 28 C.F.R. 90.12(d)(3))
9. Information on projects that the state plans to fund, if known. (28 C.F.R. 90.12(g)(5))
 - a. Crystal Judson (34 U.S.C. 10441(b)(13))
 - i. If the state plans to address the “Crystal Judson” purpose area, include narrative on providing the required training
 - ii. If the state does not plan to use the “Crystal Judson” purpose area, include a note to this effect.