

Instructions for Using Letter Template for Documentation from Prosecution, Law Enforcement, Court, and Victim Services For OVW Fiscal Year 2023 STOP Formula Grant Program Solicitation

This letter template is intended to assist STOP Administrators with the requirement for documentation from Law Enforcement, Prosecution, Court, and Victim Services programs to be assisted describing the need for grant funds, the intended use of the grant funds, the expected results of the grant funds, and the demographic characteristics of the populations to be served including age, disability, race, ethnicity, sexual orientation, gender identity, and language background. This requirement is described on page 16 of the FY 2023 STOP Grant [solicitation](#).

For additional assistance with the letters of documentation, email ALSOSTAARProjectTA@also-chicago.org.

General Instructions for Submitting Documentation Letters

- If the letters submitted with the 2022 STOP Implementation Plan included demographic data on gender identity and sexual orientation, then the state may resubmit the previous letters. Please check with your OVW Program Specialist if you are unsure whether you may resubmit the 2022 letters.
- Only one letter from each of the four disciplines listed above, for a total of four letters, is required to be submitted to OVW as part of the application.
- Documentation Letters are NOT letters of support for the STOP Grant application. They must include the elements listed above to document need, intended use, and expected results, along with demographic information for the population(s) to be served.
- Each letter should be submitted by either a statewide or local entity representing Law Enforcement, Prosecution, Courts, or Victim Services, on the submitting agency/organization's letterhead.
- The entities submitting letters may be members of the STOP Planning Committee, the larger consultation, or a current subgrantee organization.
- Tailor the information in the italicized dropdown lists and highlighted/bracketed text so that each letter is unique but follows the same general structure and format, retaining headings and suggested text.

Guidance for Using and Tailoring the Letter Template

Date: The date should be recent and reflect that the letter was written within the timeframe between release of the STOP solicitation and the application due date. If using 2022 letters (see above), the date should not be updated.

First Paragraph: Hover over "*Law Enforcement*" where that term appears in four places within the paragraph until a gray background appears. Place your cursor anywhere within the term and a dropdown list will appear. Select the arrow and then choose *Law Enforcement, Prosecution, Court, or Victim Services*.

Need for the Grant Funds:

- In this section, describe why STOP Grant funds for the particular allocation (Law Enforcement, Prosecution, Court, or Victim Services) are needed in order to address the needs of the population(s) to be served.
- In the first paragraph, substitute the specific geographic area for which the needs have been identified by the letter-writer for the bracketed text [**state, territory, county, or municipality**].

- Hover over “*Law Enforcement*” in the first paragraph until a gray background appears. Place your cursor anywhere within the term and a dropdown list will appear. Select the arrow and then choose *Law Enforcement, Prosecution, Court, or Victim Services*.
- List the specific needs that have been identified related to the work that the allocation or entity anticipates performing with STOP Grant funds. An example is provided within the brackets; this should be replaced by text that that letter-writer adds.
- If a specific Underserved Population (including a Culturally Specific Population) will be served with the grant funds, describe the need related to the populations to be served.

Intended Use of Grant Funds and Expected Results:

- In this section, provide information about how the statewide, regional, or local entity intends to use STOP Grant funds, along with the results expected from the use of the funds.
- In the first paragraph, replace the bracketed text [**name of agency or STOP allocation**] with the name of the letter-submitting entity or the STOP allocation (e.g., Law Enforcement, Prosecution, Court, or Victim Services).
- An example of a proposed use and the expected results are included in the template; these should be replaced by text supplied by the letter-writer.

Demographic Characteristics of the Populations to be Served with [Law Enforcement/Prosecution/Court/Victim Services**] Funds:**

- In this section, provide the demographic characteristics for the factors that are contained in the chart: age, disability, race, ethnicity, sexual orientation, gender identity, and language background. **It is recommended that STOP Administrators supply as much of the data as possible for the entities that will be submitting letters, particularly for categories that are not included in Census.gov data – e.g., Sexual Orientation and Gender Identity.**
 - To begin identifying data for sexual orientation and gender identity, go to the [Williams Institute](#).
 - To begin identifying state/territory and local LGBTQ+ organizations, you can begin with an online search; visit [HRC](#) and navigate to “in your area” in the top right-hand corner to search for organizations in your state; and ask the [ALSO STAAR Project](#) for assistance.
- Find data for most demographic categories required in this letter at [data.census.gov](#).
- In the header, hover over “*Law Enforcement*” until a gray background appears. Place your cursor anywhere within the term and a dropdown list will appear. Select the arrow and then choose *Law Enforcement, Prosecution, Court, or Victim Services*.
- A chart is provided with the required demographic characteristics for which data must be supplied.
- Entities representing statewide organizations or agencies should supply statewide data in the demographic categories if speaking to how the state will address state needs in the STOP allocation (i.e., Law Enforcement, Prosecution, Court, Victim Services).
- Entities representing a local or regional area should supply demographic data in the categories shown for the geographic area to be served.
- In the top row, provide the total population of the state or territory.
- For each demographic category, provide a total population for the geographic area covered by the entity as well as the percent of the total population that is represented by the specific category or sub-category.
- For Race and Ethnicity and Language Background, the sub-categories have been pre-entered into the template. You may include additional categories, particularly if the entity

will be serving a specific Underserved population (including Culturally Specific or language-specific populations) that is not listed.

Final Paragraph:

- Include text that re-emphasizes the need for and importance of STOP Grant funds for the state/territory or local area, or to address a specific population.
- Add any other information that you would like to communicate to OVW related to the letter content.

Closing:

- Include the letter-writer's full name, title, and organization as well as a digital or ink signature.