



Application for Training and Technical Assistance to Implement the National Lethality Assessment Program—Maryland Model (LAP)

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Project Description

The Office on Violence Against Women (OVW) has awarded the Maryland Network Against Domestic Violence (MNADV) funding under the OVW Technical Assistance Program to provide training and technical assistance to aid communities across the country in promoting or enhancing strategies to address homicide prevention and reduce violence against women through the *National Lethality Assessment Program*.

Under this Program, MNADV can provide *cost-free* train-the-trainer instruction and technical assistance to community-based domestic violence service programs (DVSPs) and their partnering law enforcement agencies to implement the Domestic Violence Lethality Assessment Program (LAP) in their jurisdictions.

The LAP, a project of MNADV, is a two-pronged intervention process that makes use of a specialized lethality assessment instrument and an accompanying protocol. Trained police officers on the scene of a domestic violence call assess a victim's risk for serious injury or death using the one-of-a-kind Lethality Assessment Screen. Officers immediately link "High-Danger" victims to the community-based DVSP hotline in their area with the goal of having victims receive program services. The LAP enables police officers and local DVSP to work as equal partners in a more coordinated, communicative, and cooperative manner to engage victims who would, otherwise, be unlikely to seek the support of domestic violence services. The LAP is the *only* program of its kind in the nation and was recently honored as one of two promising practices to end homicide by the Department of Justice.

Eligibility

Applicants are limited to:

- Teams of *at least one* (1) law enforcement agency and *at least one* (1) community-based DVSP serving the same jurisdiction (see Attachment B);
- At least one* (1) participating partner organization (law enforcement agency, DVSP, or third party coordinating agency) on your team is a current OVW grantee (see Attachment A);
- Participating law enforcement agencies *and* DVSPs that have language access policies and procedures in place that comply with Title VI of the Civil Rights Act of 1964 and the Safe Streets Act of 1968 (see Attachment A);
- Participating DVSPs that have policies and procedures in place that provide access for individuals with disabilities per the Americans With Disabilities Acts of 1990 and 1991 (see Attachment A);

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- Teams that meet the minimum required criteria for implementing the Lethality Assessment Program—Maryland Model set forth on the accompanying *LAP Implementation Readiness Checklist* (see Attachment B);
- Teams that agree to all the conditions set forth in the accompanying *Letter of Commitment* (see Attachment C); and
- Teams that have had their authorized officials of the participating law enforcement agencies *and* DVSPs sign off with original signatures on all of the accompanying attachments (see Attachments A, B, and C).

Statewide domestic violence coalitions (or other third party agencies, such as prosecutor's offices) may apply if they have partnered with at least one participating law enforcement agency and DVSP.

Scope of Project

Successful applicants will attend locally conducted LAP train-the-trainer instructional sessions. After attending the training, the trainees will be given up to four months depending on the size of the participating law enforcement agency(ies) to train their fellow law enforcement officers and domestic violence service program (DVSP) staff as they prepare for implementation of the LAP. After which, the LAP will be implemented. Implementation may be simultaneous among all participating agencies or carried out on an individual basis. Collection and reporting of required data will be for a limited time period after implementation. MNADV will provide technical assistance over the telephone and by e-mail during all phases of this project.

STEP 1: Application and Teleconference

An informational webinar about the LAP will be conducted each quarter. Participation in the webinar is encouraged for acceptance by the TA Provider of an application. The webinar should be attended by participants from participating law enforcement agencies and domestic violence service programs.

After receiving the application, MNADV will conduct brief teleconferences with each partner agency, and then, in consultation with OVW, determine whether the application can be approved at this time.

STEP 2: Pre-training Contact with Agencies

LAP Implementation Teleconference for Managers/Team LAP Coordinator

A teleconference, conducted by MNADV for approximately two hours, for law enforcement and DVSP representatives who are policymakers and administrators will be arranged through your jurisdiction's **LAP Team Coordinator/point of contact at least two months before the train-the-trainer session**. We encourage command staff (head of agency preferred), managers or supervisors of patrol operations, executive directors, managers or supervisors of the DV hotline, and those with oversight over training staff/officers to be on the call. This teleconference will explain how the LAP works and will review implementation and administrative provisions.

Logistics Teleconference for the Team Coordinator

MNADV will facilitate a teleconference between MNADV and the Team Coordinator approximately two weeks prior to the training date to gather additional information and prepare for the training.

STEP 3: Train-the-Trainer Session

An MNADV law enforcement and a victim advocate trainer, working as a team, will conduct a one-day train-the-trainer session (no more than eight hours including lunch and breaks) that must be attended jointly by participating law enforcement agency representatives and DVSP staff who will provide in-service training to their officers and staffs.

STEP 4: Training and Implementation

Planning Meeting with Agency Representatives

Following the train-the-trainer session, the Team Coordinator will meet with agency representatives and LAP contacts from participating law enforcement agencies and the DVSP to discuss how training of personnel and staff will be accomplished, administrative procedures regarding implementation and a target date for implementation. These decisions may be made over a series of meetings. MNADV should be provided with the proposed implementation date and plan for conducting training. MNADV will facilitate a teleconference to discuss the implementation plans approximately two weeks after the training date.

In-Service Training

The newly instructed LAP trainers will train law enforcement officers and DVSP staff **within three-four months following the training provided by MNADV**. The in-service training for law enforcement officers may be completed through either a regular one-hour in-service session or over several roll calls for law enforcement. The in-service training for DVSP staff is a two-and-a-half-hour in-service session. At the request of trained agency(ies) and/or program(s), MNADV will provide additional guidance on how to facilitate in-service sessions, and is available to organize a teleconference to explain the in-service lesson plans in detail.

Implementation

Implementation will occur no later than **four months following the training provided by MNADV**; however, the LAP may be implemented as soon as in-service training has been completed. Implementation may occur simultaneously among all participating law enforcement agencies, or it can be carried out on an individual basis. The designated Team Coordinator will notify MNADV of the jurisdiction's implementation date.

STEP 5: Follow Up

Data Collection

LAP statistical data will be collected by law enforcement agencies and victim services programs **after the first 6-months of implementation** for the purpose of providing a LAP statistical report to MNADV. MNADV will provide feedback on the submitted LAP statistical data. Although it is not a requirement, MNADV requests that jurisdictions continue submit annual data reports.

Technical Assistance

MNADV will provide ongoing technical assistance regarding policy development, training, and implementation. Technical assistance will be provided in the form of email, teleconferences, newsletters/updates, and/or video conferencing.

MNADV may survey participating law enforcement officers and advocates. MNADV will continue to send training updates, recent research and data, and best practices to participating LAP agencies.

How to Apply

Applicants must apply as a single team: *At least one* (1) law enforcement agency and *at least one* (1) community-based domestic violence service program (DVSP) from the same jurisdiction. A designated representative for the team will be required to sign and submit the application as well as serve as the Team Coordinator. The state domestic violence coalition may serve as a Team Coordinator if it obtains commitment from *at least one* (1) law enforcement agency and *at least one* (1) community-based DVSP from the same jurisdiction. If the application is selected, the same individual agrees to facilitate and coordinate the team's training and technical assistance activities as necessary.

Selection Criteria

Key criteria for evaluating the applications include the following:

1. The number or size of law enforcement agencies partnering with a DVSP(s) that comprises a team;
2. The size and demographics (gender, age, ethnicity, etc.) of the population being served that demonstrate the diversity of the jurisdiction;
3. The demonstrated ability to meet the minimum criteria for implementing the LAP; and
4. The demonstrated ability of partnering law enforcement agencies and a DVSP(s) to work together in the development, training, and implementation of the LAP in their jurisdictions.
5. The demonstrated willingness of a jurisdiction to sustain implementation of the LAP.

Deadline for Submission of Applications

Applications **must be submitted within 6 weeks**. Applications must be completed in the PDF format only, with narrative responses typed and not hand written. Completed applications with required signatures may be faxed, scanned and e-mailed, or mailed. Applicants will receive an e-mail confirmation upon receipt of their application.

Send applications with the required signed attachments to:

Abby Hannifan, Project Coordinator
Maryland Network Against Domestic Violence
4601 Presidents Drive, Suite 370
Lanham, Maryland 20706

Fax: (301) 429-3605

E-mail: ahannifan@mnadv.org

Contact Information

For assistance with the requirements of this solicitation, contact the Maryland Network Against Domestic Violence at (301) 429-3601 or email ahannifan@mnadv.org.

Notification of an Award

Applicants will receive notification of award status by e-mail within two months of receipt of the completed, signed application.



Application for OVW Training and Technical Assistance to Implement the Lethality Assessment Program

I. Applicant Information

1. State/Territory in which the applicant jurisdictions is located _____
2. County(ies) in which the applicant jurisdictions is located _____
3. Average number of intimate partner-related homicides per year since 2009, which also includes secondary victims such as children, law enforcement, victim defenders, etc.: _____

A designated representative will serve as the Team Coordinator for this project and will facilitate and coordinate the team's training and technical assistance activities as necessary, if selected, to fulfill the requirements of the training and technical assistance project.

Name of the Team Coordinator _____

Title (and rank, if applicable) _____

Agency/Program/Organization _____

Street Address _____

City, State, ZIP Code _____

Telephone _____

Fax _____

E-mail _____

Attachment A, B and C

Attachment A, B and C must be signed and checked by *all* the highest-ranking official identified law enforcement agencies and domestic violence service programs.

Signature of Team Coordinator

Date

II. Participant and Demographic Information

1. For **each law enforcement agency participant** in LAP training and implementation, list the:
 - a) name of law enforcement agency, name of agency representative (someone with some authority and input regarding training his or her agency and other LAP policy-related decisions), and contact information for the agency representative;
 - b) partner community-based domestic violence service program(s) (DVSP) and name of contact person at each program;
 - c) specific municipalities, towns, or other jurisdictions served by the law enforcement agency; and
 - d) estimated served population of the law enforcement agency;

2. Please describe the demographic information for the populations served by the agency participants. Include 2010 U.S. Census Bureau data regarding the racial and ethnic make-up of your residents, as well as any relevant information regarding special populations (such as high student or elderly population, whether there is a significant immigrant population, whether your community is rural versus urban, and whether there is a large population living in poverty) in your community:

III. Narrative Questions (Please answer the following questions on **no more than 4 pages** to be labeled as Attachment D.)

A. The LAP is a preventive, law enforcement officer tool that identifies victims of domestic violence who are at the greatest risk of being killed and encourages them to go into provider services. Tell us why your team is applying for our assistance.

B. The LAP results in an increased use of domestic violence service programs (DVSP) resources and services. Please specifically describe the resources available to the victims in your community, and the DVSP's plan to handle the increased use of its services.

C. The success of the LAP requires coordination, communication, and cooperation by the partnering law enforcement agencies and domestic violence service programs. Describe how your team has worked collaboratively in the past to serve victims of domestic violence. Include details of any specific projects, grants, or history of collaboration, if applicable.

D. Please specifically explain how your jurisdiction plans to sustain ongoing implementation of the LAP. Include details about any funding set-aside for implementation or memoranda of understanding between agencies, if applicable.

Attachment A

**OVW Project Eligibility Requirements (page 1 of 3)
FOR DOMESTIC VIOLENCE SERVICE PROGRAMS**

Each participating domestic violence program must check each appropriate box. Please submit checked boxes and signatures for additional participating team programs on a separate page labeled "Attachment A."

- 1. ____ My participating domestic violence service program (DVSP) is a current OVW grantee or sub-grantee.

Note: This includes STOP and ARREST or GTEAP funds that your program can receive directly, or as "pass-through" funds from a state or local entity. Your program's financial manager should know whether your program currently receives OVW funds. **If your DVSP does not receive OVW funding, it does not necessarily render the application ineligible. However, if the program does receive OVW funding, directly or indirectly, this field is mandatory.**

The current OVW grant award number is: _____

- 2. ____ My participating domestic violence service program (DVSP) is NOT a current OVW grantee or sub-grantee, and I have verified this with my program's financial manager.
- 3. ____ My participating DVSP(s) has language access policies and procedures in place that comply with Title VI of the Civil Rights Act of 1964 and the Safe Streets Act of 1968.
- 4. ____ My participating DVSP(s) has policies and procedures in place that provide access for individuals with disabilities per the Americans with Disabilities Acts of 1990 and 1991.

I, the undersigned, certify that my program meets the three OVW-mandated conditions set forth above.

Participating Team Domestic Violence Service Program

Signature of Highest Ranking Official Date

Print Name

Program

Attachment A

**OVW Project Eligibility Requirements (page 2 of 3)
FOR LAW ENFORCEMENT AGENCIES**

Each participating law enforcement agency must check each appropriate box. Please submit checked boxes and signatures for additional participating team agencies on a separate page labeled "Attachment A."

5. ____ My participating law enforcement agency is a current OVW grantee or sub-grantee.

Note: This includes STOP and ARREST or GTEAP funds that your agency can receive directly, or as "pass-through" funds from a state or local entity. Your agency's financial manager should know whether your program currently receives OVW funds. **If the agency does not receive OVW funding, it does not necessarily render the application ineligible. However, if the agency does receive OVW funding, directly or indirectly, this field is mandatory.**

The current OVW grant award number is: _____

6. ____ My participating law enforcement agency is NOT a current OVW grantee or sub-grantee, and I have verified this with my agency's financial manager.

7. ____ My participating law enforcement agency has language access policies and procedures in place that comply with Title VI of the Civil Rights Act of 1964 and the Safe Streets Act of 1968.

I, the undersigned, certify that my agency meets the three OVW-mandated conditions set forth above.

Participating Law Enforcement Agency

Signature of Highest Ranking Official Date

Print Name

Agency

Attachment A

**OVW Project Eligibility Requirements (page 3 of 3)
FOR THIRD PARTY ORGANIZATIONS**

Each participating third party organization (state coalition, prosecutor's office, etc.) must check the appropriate box. Please submit checked boxes and signatures for additional participating third party organizations on a separate page labeled "Attachment A." If your team is NOT applying with a third party organization, leave this page blank.

7. My participating third party organization is a current OVW grantee or sub-grantee.

Note: This includes STOP and ARREST or GTEAP funds that your organization can receive directly, or as "pass-through" funds from a state or local entity. Your organization's financial manager should know whether your program currently receives OVW funds. **If the organization does not receive OVW funding, it does not necessarily render the application ineligible. However, if the organization does receive OVW funding, directly or indirectly, this field is mandatory.**

The current OVW grant award number is: _____

8. My participating third party organization is NOT a current OVW grantee or sub-grantee, and I have verified this with my agency's financial manager.

I, the undersigned, certify that my organization meets the OVW-mandated conditions set forth above.

Participating Third Party Organization

Signature of Highest Ranking Official Date

Print Name

Agency

Attachment B

Lethality Assessment Program-Maryland Model Implementation Readiness Checklist

*This Readiness Checklist sets out the **minimum required criteria** needed for implementing the Lethality Assessment Program-Maryland Model (LAP). **Please check each box.***

1. ____ Does your team consist of *at least one* (1) law enforcement agency and *at least one* (1) community-based domestic violence service program (DVSP) serving the same jurisdiction?
2. ____ Does the DVSP manage a 24/7 domestic violence hotline available for officers to call? (An answering service does not qualify.)
3. ____ Is there a full-service DVSP, including shelter, available?
4. ____ Have you, the participating law enforcement agencies and DVSPs, specifically communicated about the LAP, and do you wish to participate as a team in the LAP?
5. ____ Is there an agreement by participating law enforcement agencies and DVSPs to use the Lethality Screen for Law Enforcement Officers, which is in the form of 11 questions that are asked of victims?
6. ____ Is there an agreement by participating law enforcement agencies that their officers will utilize the LAP phone protocol, which consists of making the call to the domestic violence hotline from the scene of a domestic call for service?
7. ____ Is there an agreement by participating law enforcement agencies that their officers will encourage high-danger victims to speak on the phone to the hotline worker from the scene?
8. ____ Is there an agreement by participating DVSPs to conduct immediate safety planning with the victim and encourage the victim to go into services?
9. ____ Is there an agreement by participating law enforcement agencies that their officers will remain on the scene during the brief 5-10 minute phone conversation the victim has with the hotline worker?

We, the undersigned, certify that our team meets all the 9 implementation readiness conditions set forth above. *(Please submit signatures for additional participating team agencies or programs on a separate page labeled Attachment B.)*

Participating Team Law Enforcement Agency

Participating Team Domestic Violence Service Program

Signature of Highest Ranking Official Date

Signature of Highest Ranking Official Date

Print Name

Print Name

Agency

Program

Attachment C

Letter of Commitment (page 1 of 2)

We, the undersigned, are submitting this Letter of Commitment as part of the Application for LAP Training and Technical Assistance. If our team is selected, our agency/program agrees to all of the following:

- To comply with and agree to the minimum criteria set forth in the LAP Implementation Readiness Checklist.
- To commit to having our respective law enforcement agencies and victim services programs participate as a team in the development, training, and implementation of the LAP.
- To appoint a contact person who will serve as our team's coordinator and who will work with MNADV in scheduling training and technical assistance activities as necessary to fulfill the requirements of the project. Should the contact person leave their position or decide not to become involved in the project, we will promptly assign another individual to fulfill the duties of the contact person.
- To appoint a contact person who will serve as each agency's coordinator and who will work with MNADV and the Team Coordinator to ensure all program requirements are met.
- For representatives from our policy and administrative staffs to participate in a pre-training teleconference at a mutually agreed upon time at least two months prior to training (See Step 2, "Scope of Project").
- To coordinate a train-the-trainer session so that MNADV-provided training is completed during a one-day period on a mutually agreed upon date in Step 3, "Scope of Project" in this application.
- To continue to demonstrate a readiness, willingness, and commitment to implement the LAP- Maryland Model throughout the training and implementation period.
- To participate in all of the Steps outlined in the "Scope of Project."
- To ensure that the train-the-trainer session is attended by both law enforcement agency officers and domestic violence service program (DVSP) staff who will train their respective staffs.
- To complete the in-service or roll call training of participating law enforcement agency officers and victim services program staff, who will be in assignments where the LAP will be used, within the timeframe specified in Step 4, "Scope of Project" in this application.

Letter of Commitment (page 2 of 2)

- To implement the LAP in our jurisdiction within four months following the training provided by MNADV (Step 4, “Scope of Project”).
- To collect LAP data and submit the collected data to MNADV as specified in Step 5, “Scope of Project” in this application.
- To give permission for participating officers and victim services program staff to be surveyed by MNADV and for our staffs to administer surveys within our own agencies to assist MNADV in project evaluation.
- To not make any changes to the LAP—Maryland Model’s core principles (found in Attachment B) for at least twelve months after implementation.
- **To make a good-faith commitment to institutionalize the LAP within your participating agencies and programs.**

(Please submit signatures for additional participating team agencies or programs on a separate page labeled Attachment C.)

Participating Team Law Enforcement Agency

Participating Team Domestic Violence Service Program

Signature of Highest Ranking Official Date

Signature of Highest Ranking Official Date

Print Name

Print Name

Agency

Program