



## Prison Rape Elimination Act (PREA) Workbook Instructions

As a result of VAWA 2013 and the penalty provision of the Prison Rape Elimination Act (PREA), states are required to certify compliance with PREA. A state that is not in compliance has the option of forfeiting 5 percent (5 %) of covered funds\* (95 percent of the total amount of the court set-aside is excluded) or executing an assurance that 5 percent of the covered funds\* will be used towards coming into compliance with PREA.

Please read the Prison Rape Elimination ACT (PREA) Workbook Instructions completely before continuing.

Regardless of the option chosen for FY 2015, a state that elected either option 1 or option 2 in FY 2014 will receive a proportional amount of the funds forfeited by states that elected option 3 in FY 2014. States that elected option 3 in FY 2014 are not eligible for any portion of the FY 2014 forfeited sums regardless of their FY 2015 election and will receive only their FY 2015 STOP allocation less any PREA penalty. The options are prepopulated with each states FY 2015 allocation, as well as their portion of the FY 2014 forfeited funds if applicable. If you believe your assessment is incorrect, please contact OVW as soon as possible.

Option 1	Please use this worksheet if your state confirms compliance with PREA. At the bottom of the form, the State STOP Administrator should print his/her name, sign, and date, in the designated area.
Option 2	Please use this worksheet to view the 2015 reallocation and indicate which actions will be completed to be compliant with PREA. At the bottom of the form, the State STOP Administrator should print his/her name, sign, and date, in the designated area.
Option 3	Please use this worksheet to view the penalty for non-compliance with PREA. At the bottom of the form, the State STOP Administrator should print his/her name, sign, and date, in the designated area.

\*Covered funds refers to the amount the State will be awarded after the five percent court set-aside has been deducted.



## Prison Rape Elimination Act Worksheet: Option 1

As a result of VAWA 2013 and the penalty provision of the Prison Rape Elimination Act (PREA), states are required to certify compliance with PREA. **Select a state from the drop-down menu** worksheet only if your state can confirm compliance with PREA. Select your state from the drop-down menu, print your state the form. **Please note: All yellow cells require user input.** If your state cannot confirm compliance, please use option 2 or 3. A state that cannot certify compliance has the option to request a 5 percent of covered funds\* (96.75 percent of the STOP award because the court set-aside is excluded) or executing a plan that 5 percent of covered funds\* will be used towards coming into compliance with PREA.

Print STOP  
Administrators  
Name

The State of **(Please select a state.)** is in compliance with the Prison Rape Elimination Act (PREA).

State STOP Administrator Printed Name: \_\_\_\_\_

State STOP Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Covered funds refers to the amount the State will be awarded after the five percent court set-aside has been deducted.

Date

**Public Reporting Burden Paperwork Reduction Act Notice.** Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. We try to create forms that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated time to complete this form is two and 60 minutes per form. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office on Violence Against Women, 444 Constitution Avenue, NE, 10th Floor, Washington, DC 20530.

Sign STOP  
Administrator's  
Name



# Prison Rape Elimination Act (PREA) Worksheet: Option 2

The purpose of this form is to guide states when confirming compliance with PREA. As a result of VAWA 2013 and the penalty provision of the Prison Rape Elimination Act (PREA), states that cannot certify compliance can execute an assurance that 5 percent of covered funds\* will be used towards coming into compliance with PREA. States that can certify compliance will use STOP funds towards coming into PREA compliance. Please use this worksheet to view the reallocation and indicate which actions, if any, will be completed.

Select a state from the drop-down menu

Insert the description of how your state will become compliant and check the activities that will enable your state to establish compliance

Required to certify compliance with PREA. States that cannot certify compliance can execute an assurance that 5 percent of covered funds\* will be used towards coming into compliance with PREA. States that can certify compliance will use STOP funds towards coming into PREA compliance. Please use this worksheet to view the reallocation and indicate which actions, if any, will be completed.

Please identify steps that will be taken to be compliant with PREA. Please check the appropriate box in the menu and then proceed to STEP 2.

Please select a state.

Please identify steps that will be taken to be compliant with PREA. Please check the appropriate box in the menu and then proceed to STEP 3.

STOP funding will be used to accomplish these activities to come into compliance with PREA:	<input type="checkbox"/>	[Insert text here.]
	<input type="checkbox"/>	[Insert text here.]
	<input type="checkbox"/>	[Insert text here.]
	<input type="checkbox"/>	[Insert text here.]

### STEP 3

1) In the appropriate category in the column *State Determination: Distribution of PREA Reallocation*, enter the amount that will be expended to come into compliance with PREA. Please note: The category **must** match the activities to be completed to be compliant with PREA. For example, if the State will hire additional police officers to be compliant with PREA, then the State must specify the amount in the *Law Enforcement* category or the *discretionary* category. The amount(s) entered must not exceed the PREA reallocation amount.

2) States may allocate up to 10 percent of the STOP award to be used to administer the STOP award. Please enter a percentage, **not to exceed 10 percent**, in each allocation (*Administrative Costs (%) Per Set-Aside* column) to be used to administer the STOP award. Please refer to page nine of the STOP Formula FAQs found at [http://www.ovw.usdoj.gov/docs/stop\\_formula\\_faqs.pdf](http://www.ovw.usdoj.gov/docs/stop_formula_faqs.pdf).

Insert the percentage % of allocations for Administrative costs that will be deducted from each category (up to 10% per allocation)

Insert the percentage % from which the PREA penalty will be deducted

	FY 2015	Administrative Costs (%) Per Set-Aside	TOTAL Administrative Costs (\$)	PREA Eligible Allocation Amounts AFTER Administrative Costs (excluding 2014 PREA Compliance Redistribution)	Determination of State's Reallocation	Percentage of STOP Award to be Used to Administer the STOP Award
Allocation			#N/A			
Court Set-Aside (5%)		0%	#N/A	\$ -	\$ -	#N/A
Victim Services (30%)		0%	#N/A	#N/A	\$ -	#N/A
Law Enforcement (25%)		0%	#N/A	#N/A	\$ -	#N/A
Prosecution (25%)		0%	#N/A	#N/A	\$ -	#N/A
Discretionary (15%)	#N/A	0%	#N/A	#N/A	\$ -	#N/A
		Maximum (10%)				
<b>TOTAL</b>	#N/A	#N/A	#N/A	#N/A	\$ -	#N/A

Print STOP Administrators Name

Note: The PREA penalty and PREA reallocation boxes must equal and be green in order to move to Step 5

### STEP 4

The State of \_\_\_\_\_ will use STOP funds to come into compliance with PREA.

Please select a state.

State STOP Administrator Printed Name: \_\_\_\_\_

State STOP Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Covered funds refers to the amount the State will be awarded after the five percent court set-aside has been deducted.

Sign

Date



### Prison Rape Elimination Act (PREA) Worksheet: Option 3

The purpose of this form is to guide States when confirming compliance with PREA. As a result of VAWA 2013 and the penalty provision of the Prison Rape Elimination Act (PREA), States are required to certify compliance with PREA. If States cannot certify compliance, they have the option to request a waiver of covered funds\* (95 percent of the STOP award because the court set-aside is excluded). Please use this worksheet to view the penalty for non-compliance.

**Please note: All yellow cells require user input.**

Select a state from the drop-down menu

**STEP 1**

Please select your State from the drop-down menu and then proceed to STEP 2.

Please select a state.

**STEP 2**

1) The State will be assessed a 5 percent penalty for non-compliance with PREA. This five percent penalty will be deducted from the State's covered funds.\* The State cannot choose from which category of the allocation that amount is deducted.  
 2) States may allocate up to 10 percent of each of the STOP allocations to be used for administration of the STOP award. Please enter a percentage, **not to exceed 10 percent**, in each allocation (yellow cells) to be used to administer the STOP award. For further information, please refer to page nine of the STOP Formula FAQs found at <http://www.ovw.usdoj.gov/docs/stop-formula-faq.pdf> . Then, please proceed to STEP 3.

	FY 2015 Allocation Amount	FY 2014 PREA Compliance Redistribution	2015 PREA Penalty (5%)	Total After PREA Penalty**	Administrative Costs (%)	Allocation After PREA Penalty Administrative Costs, and 4 Compliance distribution
Allocation	#N/A	#N/A	#N/A	#N/A		
Court Set-Aside (5%)	#N/A	#N/A	\$ -	#N/A	0%	#N/A
Victim Services (30%)	#N/A	#N/A	#N/A	#N/A	0%	#N/A
Law Enforcement (25%)	#N/A	#N/A	#N/A	#N/A	0%	#N/A
Prosecution (25%)	#N/A	#N/A	#N/A	#N/A	0%	#N/A
Discretionary (15%)	#N/A	#N/A	#N/A	#N/A	0%	#N/A
					Maximum 10%	
<b>TOTAL</b>	#N/A		#N/A	#N/A	#N/A	#N/A

Insert the percentage % from which allocation (or combination of allocations) the administrative costs will be deducted from each category (up to 10% per allocation)

Print STOP Administrators Name

**STEP 3**

The State of \_\_\_\_\_ Please select a state.

is not in compliance with PREA and accepts the five percent PREA penalty.

State STOP Administrator Printed Name: \_\_\_\_\_

State STOP Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Covered funds refers to the amount the State will be awarded after the five percent court set-aside has been deducted. \*\*Total rounded.