
U.S. Department of Justice
Office on Violence Against Women

OVW

**Rural Domestic
Violence and Child
Victimization
Enforcement Grant
Program**

**Fiscal Year 2004
Solicitation**

**LETTER OF INTENT DEADLINE:
January 8, 2004**

**GMS REGISTRATION DEADLINE:
January 22, 2004**

**APPLICATION DEADLINE:
February 3, 2004**

**U.S. Department of Justice
Office on Violence Against Women**
810 7th Street, NW
Washington, DC 20531

John Ashcroft
Attorney General
U.S. Department of Justice

Diane M. Stuart
Director
Office on Violence Against Women

Department of Justice Response Center
1-800-421-6770

TTY
202-307-2277

Office on Violence Against Women
World Wide Web Homepage:
www.ojp.usdoj.gov/vawo

Rural Domestic Violence and Child Victimization Enforcement Grant Program
Application
World Wide Web Homepage:
www.ojp.usdoj.gov/fundopps.htm

About the Office on Violence Against Women

The Office on Violence Against Women (OVW), is a component of the U.S. Department of Justice. Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership against domestic violence, sexual assault, and stalking. Since its inception, the Office has launched a multifaceted approach to responding to these crimes. By forging state, local and tribal partnerships among police, prosecutors, the judiciary, victim advocates, health care providers, faith leaders, and others, OVW grants help provide victims with the protection and services they need to pursue safe and healthy lives and enable communities to hold offenders accountable.

Addressing Rural Domestic Violence and Child Victimization

The Rural Domestic Violence and Child Victimization Enforcement Grant Program (the Rural Program) recognizes that victims of domestic violence and their children living in rural America are faced with unique barriers to receiving assistance. Rural victims of domestic violence and their children face additional challenges rarely encountered in urban areas. The geographic isolation, economic structure, particularly strong social and cultural pressures, and lack of available services in rural communities significantly compound the problems confronted by those seeking support and services to end the violence in their lives and complicate the ability of the criminal justice system to investigate and prosecute domestic violence, dating violence, and child victimization cases. In addition, sociocultural, economic, and geographic barriers create difficulties for victim service providers to identify and assist victims of domestic violence and dating violence and their children.

The primary purpose of the Rural Program is to enhance the safety of victims of domestic violence, dating violence, and child abuse by supporting projects uniquely designed to address and prevent these crimes in rural America. The Rural Program welcomes applications that propose innovative solutions for achieving this goal.

The Rural Program challenges victim advocates, law enforcement officers, pre-trial service personnel, prosecutors, judges and other court personnel, probation and parole officers, and community leaders to work together to craft solutions to overcome the problem of domestic violence. All entities must collaborate to ensure that victim safety is a paramount consideration in developing their strategy to address domestic violence.

Availability of Funds

Funding to support the Rural Program in Fiscal Year 2004 is contingent upon Congressional appropriation of funds. Therefore, awards under this Program are subject to Congressional appropriation.

Award Period

The award period for these grants will be 24 months. **Budgets must reflect 24 months of project activity.**

Award Amounts

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs. Local and state agencies and tribal governments serving fewer than 5 rural counties will be eligible to receive a **maximum of \$500,000**. Multi-jurisdictional, multi-state, and tribal consortium projects will be eligible to receive a **maximum of \$900,000**. (Multi-jurisdictional projects are those that propose to serve 5 or more rural counties.)

Continuation budgets should not exceed prior award amounts. Grants may be made for greater or lesser amounts than requested based on budget and/or programmatic changes to the application. In addition, OVW may negotiate the scope of work with applicants prior to granting an award. Current grantees should note that continuation or supplemental funding is not guaranteed. All applications will be subject to peer review and internal review by OVW staff and will be scored according to the criteria set forth in this solicitation. Applications with the highest scores will be eligible to receive funds available for this grant program.

Letter of Intent

All applicants who intend to apply for this funding are encouraged to **submit a non-binding letter of intent**, (please see Appendix C) to OVW by January 8, 2004.

The letter must be submitted by the entity intending to apply for a Rural Program grant. You may fax the letter to (202) 514-5818. OVW will use these letters to forecast the number of peer review panels needed to review competitive applications.

Application Due Date

Please note that final applications are due **by 5:30 pm (EST), February 3, 2004, and will be accepted only through the Office of Justice Programs (OJP) online Grant Management System (GMS).** In addition, applicants should register with GMS online **by January 22, 2004.** It may take up to one week for you to receive confirmation that you are eligible to apply. Applications sent by fax will not be accepted.

Please refer to the "How to Apply" section on page 13 of this solicitation for further instructions.

Program Eligibility

By statute, states, Indian tribal governments, local governments of rural

states, and public and private entities of rural states, including faith-based and community-based organizations, are eligible to apply for grants to address domestic violence, dating violence and child victimization under this program¹.

Applicants not serving rural communities will not be considered for funding.

States are classified into two categories, rural states and non-rural states. The classification of a state as rural or non-rural determines the eligibility of local governments and public or private entities within a state to apply directly to OVW for funds under this program, and restricts the use of program funds in non-rural states to rural jurisdictions. States may submit joint applications for projects that would be implemented in more than one state.

Rural States

By statute, a *rural state* is a state that has a population density of 52 or fewer persons per square mile or a state in which the largest county has fewer than 150,000 people, based on the decennial census of 1990 through fiscal year 1997². Please refer to Appendix A for a list of the states classified as rural.

Non-Rural States

By statute, the only eligible applicants from a non-rural state are the state government or Indian tribal governments. A non-rural state government may apply on behalf of one or more of its rural jurisdiction(s). The definition of a *rural jurisdiction* within a given state is determined by the respective state government. Please refer to Appendix A for a list of states classified as non-rural.

¹42 U.S.C. § 13971

²42 U.S.C. § 13971; 42 U.S.C. § 3796bb(b)

If a non-rural state government elects to submit an application on behalf of more than one jurisdiction, the state agency **is required** to enter into formal collaborations with nonprofit, nongovernmental organizations serving victims of domestic violence and should consider partnering with the state domestic violence coalition in order to develop and implement a cohesive plan for addressing violence against women and children in the state's rural jurisdictions. This does not preclude partnering with additional community-based and faith-based organizations. In fact, OVW encourages these partnerships. In addition, tribal governments or tribal domestic violence coalitions located within the state can be involved as project partners. This is an opportunity for states to work with local communities to develop and set policy for rural domestic violence, dating violence, and child victimization programming.

Indian Tribes

For the purposes of this grant program, *Indian tribe* is defined as a tribe, band, pueblo, nation, or other organized group or community of Indians, including an Alaska Native village, or regional or village corporation (as defined in or established under the Alaska Native Claims Settlement Act, 43 U.S.C §1601 et seq.), that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. Any applicant representing a consortium of tribal governments and/or organizations must submit a resolution from the constituent tribal governments and/or organizations supporting the application. All tribal applicants are required to partner with a nonprofit, nongovernmental domestic violence victim services program or community group representing the views and concerns of domestic violence survivors. Please refer to Appendix A for eligible tribal applicants.

Types of Applicants

In Fiscal Year 2004, OVW will accept applications for the Rural Program from both current grantees and new applicants. *Current grantees* that received an award in Fiscal Year 2003 are not eligible to apply. Current grantees are eligible for supplemental, or continuation funding, to support on-going activities or to enhance those activities for an extended period of time. **Continuation or supplemental funding is not guaranteed.** *New applicants* are any entities that are not currently receiving funds through the Rural Program. **All applications will be subject to peer review and internal review by OVW staff. Those applications receiving the highest scores will be eligible for funding.**

Program Scope

The scope of the Rural Program is defined by the following authorized statutory purpose areas and program priority areas. Proposed projects must implement activities consistent with the statutory purpose areas. Proposals addressing one or more of the program priority areas will receive priority consideration.

Statutory Purpose Areas

The Rural Program will support projects that:

- ! Implement, expand, and establish cooperative efforts and projects between law enforcement officers, prosecutors, victim services groups, and other related parties to investigate and prosecute incidents of domestic violence, dating violence, and child abuse;
- ! Provide treatment, counseling and assistance to victims of domestic violence, dating violence, and child abuse, including in immigration matters; and
- ! Work in cooperation with the community to develop education and

prevention strategies directed toward such issues.

Program Priority Areas

OVW is especially interested in supporting projects that would implement one or more of the following objectives:

- ! Establish or enhance partnerships to provide services for rural victims, including transitional housing, welfare assistance, immigration assistance, educational assistance, job training, and placement programs;
- ! Create public awareness campaigns to inform victims of services, to educate the public and promote cultural change, and to promote a strong coordinated community response to domestic violence, dating violence, and child victimization; or
- ! Address the intersection of domestic violence and child victimization, including developing partnerships among child protection agencies, social services agencies dealing with housing, welfare, job training, etc., and domestic violence victim organizations and implementing programs that address the impact of domestic violence on children who are exposed to it.

Activities that May Compromise

Victim Safety

Ensuring victim safety is the guiding principle underlying the Rural Program. Experience has shown that certain practices compromise victim safety rather than enhance it. Some responses by the justice system may minimize or trivialize the offender's criminal behavior. Accordingly, consistent with the goals of ensuring victim safety and holding perpetrators accountable for their criminal conduct, applicants are discouraged from proposing projects that include any of the activities listed below:

- ! Offering perpetrators the option of entering pre-trial diversion

- ! programs;
- ! Mediation or counseling for couples as a systemic response to domestic violence;
- ! Batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior;

Review Process

All applications will be subject to peer review and internal review by OVW staff and will be scored according to the criteria set forth in this solicitation. OVW will establish panels of experts and practitioners to review applications. Tribal applications will be reviewed by a panel of Native American experts on domestic violence and child victimization. The panels will review the information provided in the application against the selection criteria for the Rural Program. Internal review will consider the geographic distribution of the applications from a national and statewide perspective, the ratio of population to services, the existence of under-served communities, and the type of projects already funded within an applicant's state or community. The total possible points are **90** for new applications and **100** for continuation applications. For current grantees applying for continuation funding, the status of current grant-funded activities and geographic distribution will be taken into consideration as part of the review process. Applications with the highest composite scores will be eligible to receive funds available for this grant program.

Application Content and Guidelines

Applicants must complete each of the following sections as part of their proposals. The proposal should follow the order below for easy reading. Please be sure to number each page of the application. For each section listed below, please note the corresponding maximum point value that may be assigned during the review process. Please note that incomplete applications will not be considered for funding.

Please use the following page format requirements:

- G Double spaced
- G 8½ x 11 inch paper
- G Once inch margins
- G Type no smaller than 12 point
- G 12 characters per inch

Points may be deducted for failing to adhere to the above page format requirements.

New Requirement

Beginning October 1, 2003, a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. **The DUNS number will be entered into GMS by the applicant.** The DUNS number will be required whether an applicant is submitting an application on paper, through OJP's Grants Management System, or using the government-wide electronic portal (Grants.gov). **An application will not be considered complete until a valid DUNS number is provided by the applicant.** Individuals who would personally receive a grant or cooperative agreement from the Federal government are exempt from this requirement. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 1-800-333-0505.

If you have any questions, please contact the Office of the Comptroller's Customer Service Center at 1-800-458-0786.

Application for Federal Assistance (SF-424): 0 points

The SF-424 will be filled out online through GMS. The Catalog of Federal Domestic Assistance number for this Program is 16.589 (block 10). The Federal cognizant audit agency and fiscal year of the applicant organization should be listed in block 11 of the form.

Applicants must ensure that the information for the authorizing official and alternate contact are filled out correctly. The authorizing official is the individual authorized to accept grant funds on behalf of the jurisdiction or non-governmental private entity applying. If the individual applying online is not the authorizing official, that individual must list the authorizing official's name and contact information where appropriate.

Summary Data Sheet

(not to exceed 1 page): 2 point

Please identify the following:

- ! The agency and type of agency (i.e., local government, state government, tribal government, nonprofit organization) applying for funding;
- ! The nonprofit, nongovernmental victim services program collaborating on this project;
- ! Whether this is a new or continuation application;
- ! Whether this project is a local, tribal, multi-jurisdictional, multi-state or tribal consortium project;
- ! Whether the applicant is from a rural or non-rural state;
- ! The regional area(s) (city, town, county, or unincorporated area) where this project will be implemented;
- ! The population and square mileage of region to be served; and

- ! The *Rural Program Statutory Purpose Areas and Priority Areas* addressed by this proposal.

Abstract (not to exceed 1 page): 2 points

The proposal abstract, when read separately from the rest of the application, is meant to serve as a succinct and accurate description of the proposed project and should concisely describe current project goals and objectives. Summaries of past accomplishments should be avoided in the abstract.

Abstracts will be reviewed by the peer review panel according to the following criteria:

- ! Conciseness
- ! Accuracy in summarizing the Project Narrative

Status of the Current Project (not to exceed 2 pages): 10 points

Applicants for supplemental funding should state what has been accomplished by the current project, including 1) a description of the goals and objectives from the prior grant period and the status of each; 2) the status of any project products; and 3) any unanticipated obstacles to project implementation. **Note: Reviewers do not have access to current project information so this section should provide a succinct overview based on the criteria above.**

Projects will also be rated by using the following criteria:

- ! Whether progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the current project, indicating progress towards meeting project goals and objectives, and demonstrate that the implementation of the current project has progressed in a timely manner as outlined in the original proposal;

- ! Whether past activities supported with Rural Program funds have been limited to addressing the problem of domestic violence, dating violence and child abuse as defined by the Omnibus Crime Control and Safe Streets Act of 1968 42 U.S.C, 3796 hh-4(1)³;
- ! Whether the grantee has complied with all special conditions of their existing grant award from OVW;
- ! Whether the grantee has adhered to programmatic and financial reporting requirements;
- ! Whether the grantee has demonstrated maximum utilization of available resources and a willingness and ability to continue the project after Rural Program funds are no longer available;
- ! Whether the grantee has appropriately utilized and actively participated in required technical assistance;
- ! Whether the grantee has received financial clearances on all current grants; and
- ! Whether the grantee has complied with the OMB audit requirement.

³The term domestic violence includes “felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other adult person against a victim who is protected from that person’s acts under the domestic or family violence laws of the eligible State, Indian tribal government, or unit of local government that receives a grant under the [Program]”.

Project Narrative: Total of 46 points

The project narrative may not exceed 15 double-spaced, typed pages. The narrative should include the following:

1. Need for the Project (not to exceed 5 pages): 6 points

This section should briefly:

- ! Describe the problem to be addressed and how funding would alleviate it;
- ! Identify the target population and state how the target population would benefit from the proposed project (*please use current demographic information and be as specific and detailed as possible when describing the population to be served*); and
- ! Describe the communities in which the project would be implemented, including location, population, and demographic information.
- ! Describe how the proposed project complements the state's STOP Violence Against Women Formula Grant Program.

Selection Criteria

This section will also be rated on the following:

- ! The description of the impact of current or prior efforts to prevent and reduce domestic violence in the rural jurisdictions;
- ! The need or continued need for the project; and
- ! The description of the community to be served-including diverse, traditionally underserved populations of victims of domestic violence and how the proposed project will address their needs.

2. What Will be Done (not to exceed 7 pages): 25 points

This section should detail the project goals and objectives, describing the specific tasks and activities necessary for accomplishing

each, and including a time frame that identifies when activities will be accomplished. Continuation grants must be based on the original project goals, objectives, and activities. The applicant should describe how additional funding will continue and/or enhance the existing project.

This section should also include tangible products that will be generated, e.g., a video, a brochure, curriculum and how they could be used to assist other rural jurisdictions in addressing domestic violence and child victimization. Some jurisdictions would not benefit from the development of new products. Please provide an explanation if your application does not contemplate the development of any products. Do not include a restatement of project activities in this section. how they could be used to assist other

Selection Criteria

In addition to the criteria above, this section will also be rated on the following:

- ! The extent to which all project activities fall within the statutory scope of the program;
- ! The extent to which proposed activities would address the need described;
- ! The extent to which project activities seem feasible and likely to succeed;
- ! The extent to which the proposal does not include activities that compromise victim safety; and
- ! The extent to which activities are clearly described and reflect sound and innovative strategies to improve victim safety.

3. Who Will Implement the Project (not to exceed 2 pages): 5 points

All applicants must identify the agency/ies or office/s responsible for carrying out the project. This section should clearly identify all of the project partners, specifying their respective roles and responsibilities, and the collaborative relationship to be

developed/enhanced. A description of the expertise or experience of key staff should also be included. Position descriptions and resumes that are available should be appended to the application.

In addition, all applicants (who are not nonprofit, nongovernmental victim services organizations) **are required** to enter into formal collaborations with nonprofit, nongovernmental organizations serving victims of domestic violence. Community-based domestic violence victim advocates must be involved in the **development and implementation** of the project. ***Applicants must demonstrate that they have consulted and coordinated in a meaningful way with nonprofit, nongovernmental domestic violence victim services programs.***

Victim services organizations should meet **all** of the following criteria:

- ! Provide services to victims of domestic violence, dating violence, or stalking as one of their primary purposes;
- ! Address a demonstrated need in their communities by providing services that promote the integrity and self sufficiency of victims, improve their access to resources, and create options for victims seeking safety from perpetrator violence; and
- ! Do not engage in activities that compromise victim safety.

4. Sustainability Plan (not to exceed 1 page): 10 points

Because this is a competitive, discretionary program, there is no guarantee of continuation funding. Applicants are required to include a plan describing their commitment and capacity to continue the project if Federal funding through the Rural Program is no longer available.

The plan will be evaluated on whether it proposes feasible strategies to preserve

project activities long-term. **Continuation or supplemental funding is not guaranteed and applicants are encouraged to seek additional means of support to sustain their current projects.**

Budget Detail: 20 points

Each application must include a detailed budget and budget narrative for the project. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the basis for the computation of all project-related costs. It should cover the cost of all components of the project and clearly identify costs attributable to the project evaluation. There must be a clear link between the proposed activities and the proposed budget items. The budget should include only activities, products, and resources necessary for project implementation and discussed in the project narrative.

In developing the budget, applicants should fairly compensate all project partners for their participation in any project-related activities, including but not limited to compensation for time and travel expenses to attend or provide project development, training, and implementation. The budget **must include** compensation for all services rendered by project partners, including nonprofit, nongovernmental domestic violence victim services programs.

Budget Caps

The following award limits are firm and also apply to applications for supplemental funding. Under no circumstances should the proposed budget exceed the following limits:

- ! \$500,000 for local and state agencies and tribal governments serving 5 or fewer rural counties; and
- ! \$900,000 for multi-jurisdictional, multi-state and tribal consortium projects.

Continuation budgets should not exceed prior award amounts.

Budget Requirements

The following is a short list of budget guidelines:

- ! Consultant rates in excess of \$450 per day require prior approval from the OVW Director.
- ! All applicants **are required** to allocate funds (\$15,000 for local, individual tribal projects, and state or local agencies applying on behalf of 5 or fewer rural counties and \$25,000 for multi-jurisdictional, multi-state and tribal consortium projects, and) to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. This required amount of \$15,000 or \$25,000 should be included in the “travel” category. **Please refer to the Sample Budget in this solicitation for an estimated breakdown for these costs.**
- ! Applicants are also encouraged to include funds in their budgets to attend financial management training seminars sponsored by OC. These seminars instruct participants in the financial administration of formula and discretionary grant programs. A schedule listing the financial training seminars is available at www.ojp.usdoj.gov/oc/fmts.htm.
- ! This program has no match requirement.

Memorandum of Understanding (MOU) (not to exceed 5 pages): 20 points

Each application **must include**, as an attachment, a current (e.g., signed and dated during the development of the proposal) **single** MOU created and signed by the chief executive officers and/or directors of:

- ! Relevant criminal justice agencies participating in project development or implementation, (e.g., law enforcement, prosecution, the courts, and probation);
- ! Nonprofit, nongovernmental domestic violence victim services organizations or community groups that represent the views and concerns of domestic violence survivors; and
- ! Other community agencies or organizations that will collaborate to implement the project.

The MOU must do the following:

- ! Identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- ! Specify the extent of each party’s participation in developing the application;
- ! Clearly state the roles and responsibilities each organization or agency would assume to ensure the success of the proposed project;
- ! Identify the representatives of the planning and development team who will be responsible for developing and implementing project activities and describe how they will work together and with project staff;
- ! Demonstrate a commitment on the part of all project partners to work together to achieve stated project goals;
- ! Indicate approval of the proposed project budget by all signing parties; and
- ! Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, training).

To demonstrate evidence of collaboration the MOU must be a single document signed by appropriate representatives from all partnering agencies.

Letters of support may not be submitted in lieu of the MOU.

Assurances (Form 4000/3) and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6).

Review the assurances and certification forms. Agreement to these assurances and certifications will be assumed upon receipt of an application received through GMS.

NOTE: If the authorizing official is not the individual submitting the application via GMS, be sure the correct authorizing official information has been entered.

Anti-Lobbying Act

The Anti-Lobbying Act, 18 U.S.C. § 1913, recently was amended to expand significantly the restriction on use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 per each individual occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. § 1352.

The Office of Management and Budget (OMB) is currently in the process of amending the OMB cost circulars and the common rule (codified at 28 C.F.R. part 69 for DOJ grantees) to reflect these modifications. However, in the interest of full disclosure, all applicants must understand that no federally appropriated funding made available under this grant program may be used, either directly or indirectly, to support the enactment, repeal,

modification or adoption of any law, regulation, or policy, at any level of government, without the express and prior approval by OJP. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

Certification of Nonsupplanting

A letter to OVW's Director, Diane M. Stuart, certifying that supplanting of non-Federal funds will not take place should a grant award be made, must be faxed to (202) 354-4147 or electronically scanned and submitted as an attachment via GMS. Please refer to Appendix D for a sample.

Indirect Cost Rate Agreement

If your organization is requesting indirect costs for this project, please include a copy of your current, signed indirect cost rate agreement.

Map

All applicants must submit a map detailing the proposed service area.

Additional Program Requirements

Technical Assistance

Grant recipients are required to work collaboratively with staff from OVW and Praxis International, Inc., the primary Rural Program technical assistance provider. Grant recipients will be asked to identify grant supported personnel and project partner representatives to participate in technical assistance events. Participation in technical assistance events will often involve out-of-state travel and applicants are therefore required to include funds in the project budget to support travel costs associated with these activities.

Technical assistance set-aside funds are only to be used to cover travel costs to attend trainings provided by Praxis and other OVW-sponsored technical assistance service providers. Praxis offers a full range of training opportunities throughout the year. Attendance at a minimum of three OVW-sponsored trainings per year is recommended. Requests for training other than OVW-sponsored trainings will be reviewed and approved on a very limited, case-by-case basis.

Performance Measures and Evaluation

There are two statutory requirements that require Rural grantees to collect and maintain data that measures the effectiveness of the funded projects. The first is the **Government Performance and Results Act of 1993 (GPRA)**, which was enacted to increase Congressional and Administrative focus on the results from government programs and activities. At its simplest, GPRA asks “What are we getting for the money that we are spending?” To make GPRA more directly relevant for federal officials who manage grant programs, GPRA expands this question into three: What is your program trying to achieve? How will its effectiveness be determined? How is it actually doing?

All OVW grant recipients are now required to report on the effectiveness of their programs. Specifically, OVW is seeking information that will illustrate the effectiveness of grant supported activities, including baseline information and post-project information that can demonstrate that activities have enabled domestic and dating violence victims and their children overcome the unique barriers to services that exist in rural areas. This information will be incorporated into the semi-annual progress reports described below.

Applicants must report:

- ! The number of individuals served;
- ! The number of individuals seeking

- ! services who could not be served;
- ! The number and percentage of arrests relative to the number of police responses to domestic violence incidents;
- ! The number of victims receiving requested services funded by the Rural Program; and
- ! The number of referrals between child protective service workers and victim advocates.

Reporting Requirements

Grantees will be required to submit quarterly Financial Status Reports and semi-annual Progress Reports. In addition, grant recipients who expend \$500,000 or more in federal funds during their fiscal year are required to submit a single organization-wide audit. Additional information on these reporting requirements will be provided to successful applicants in the award package.

Financial Capability Questionnaire

All nonprofit, nongovernmental organizations who apply for funding with the Office of Justice Programs (OJP) and who have not previously (or within the last 3 years) received funding with OJP must complete a Financial Capability Questionnaire. The form can be found at <http://www.ojp.usdoj.gov/oc>. Please fax this form to (202) 354-4147 and include the application number predominantly on the cover page and on each page of the form.

OJP Financial Guide

All grantees are required to comply with the regulations and requirements outlined in the OJP Financial Guide. The Financial Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. Copies are available from the Department of Justice Response Center (1-800-421-6770) and also through the OJP web page: <http://www.ojp.usdoj.gov/FinGuide>.

Single Point of Contact Review

Executive Order 12372 requires applicants from State and local units of government or other organizations providing services within a State to submit a copy of the application to the State Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the State. Applicants must contact the State SPOC to determine if the program has been selected for State review. The date that the application was sent to the SPOC or the reason such submission is not required should be indicated on the Form SF-424. The list of SPOCs can be found at <http://www.whitehouse.gov/omb/grants/spoc.html>.

Faith-Based Organizations

Consistent with President Bush's Executive Order 13279, December 12, 2002, it is OVW policy that faith-based and community organizations that statutorily qualify as eligible applicants under OVW programs are invited and encouraged to apply for assistance awards. Faith-based and community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with non faith-based and community organization grantees in the administration of such awards. No eligible applicant or grantee will be discriminated against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Civil Rights Compliance

All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws, including Title VI of the Civil Rights Act of 1964 ("Title VI") and section 809 of the Omnibus Crime Control and Safe Streets Act of 1968 ("Safe Streets Act"), as amended. In the event that a court or administrative agency makes a finding of

discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office of Civil Rights of the Office of Justice Programs. All applicants should consult the Assurances required with the application to understand the applicable legal and administrative requirements.

Services to Limited-English-Proficient (LEP) Persons

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at www.lep.gov or by contacting the Office of Justice Program's Office for Civil Rights at (202) 307-0690, or by writing to the following address:

Office for Civil Rights
Office of Justice Programs
U.S. Department of Justice
810 7th Street, N.W., 8th Floor
Washington, DC 20531

How To Apply

Applicants must submit a fully executed application to OVW through the Grant Management System (GMS), including all required supporting documentation. Applications submitted via GMS must be in the following word processing formats: Microsoft Word (*.doc*), PDF files (*.pdf*), or Text Documents (*.txt*). (Please refer to Appendix E, the GMS Quick Start Guide).

The following documents must be submitted via GMS:

- G the SF-424;
- G the summary data sheet
- G the project abstract and project narrative;
- G the budget, budget summary and budget narrative; and
- G certifications and Assurances.

Supporting documentation can be submitted either by fax to (202) 354-4147, or electronically through GMS, and may include:

- G the MOU;
- G the certification of non-supplanting;
- G the map;
- G the current indirect cost rate agreement, if applicable; and
- G the financial capability questionnaire, if applicable.

Indicate the GMS-assigned application number on the cover of all documents faxed into GMS.

Note: The Catalog of Federal Domestic Assistance (CFDA) Number for the Rural Program is 16.589.

The application number must be included on the cover page of all faxes.

Detailed instructions on how to use the GMS system to submit your application online are available at OVW's website: www.ojp.usdoj.gov/vawo. Also, a toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, **1-888-549-9901**.

Application Due Date

Applications must be electronically received by the close of business (5:30 p.m. EST) on **February 3, 2004** through **GMS**. The application attachments (e.g., MOU, Certification of Non-Supplanting, etc.), which may be faxed to (202) 354-4147 or submitted through GMS as attachments,

must also be received by 5:30 p.m. EST on **February 3, 2004**.

We recommend that you register through GMS at least two weeks before the application due date, or no later than **January 22, 2004**. All applicants must receive confirmation that you are eligible to submit an application through GMS prior to completing the application submission process.

For additional information, please contact the Office on Violence Against Women at (202) 307-6026.

APPENDIX A

Statutory Eligibility Summary

Statutory Eligibility Summary

Within These Designated Rural States:	The Eligible Applicants Are:
Alaska, Arizona, Arkansas, Colorado, Idaho, Iowa, Kansas, Maine, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Utah, Vermont, and Wyoming	<ol style="list-style-type: none"> 1) The State 2) Local Governments 3) Public Entities 4) Private Entities
Within These Designated Non-Rural States:	The Eligible Applicant Is:
Alabama, American Samoa, California, Connecticut, Delaware, Florida, Georgia, Guam, Hawaii, Illinois, Indiana, Kentucky, Louisiana, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, New Hampshire, New Jersey, New York, North Carolina, N. Mariana Islands, Ohio, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Tennessee, Texas, Virgin Islands, Virginia, Washington, West Virginia, and Wisconsin	<ol style="list-style-type: none"> 1) The State, which may apply on behalf of one or more of its rural jurisdiction(s)
Within These Indian Tribal Governments:	The Eligible Applicants Are:
Federally Recognized American Indian and Alaska Native tribal governments	<ol style="list-style-type: none"> 1) An individual tribal government 2) A consortium of tribal governments 3) A tribal government on behalf of a non-tribal government organization 4) Other organized communities of Indians that are recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians

APPENDIX B

Sample Budget

Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

(Example assumes an 24 month budget period)

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Investigator	(\$50,000 x 100% x 2yrs)	\$100,000
2 Advocates	2 x (\$50,000 x 100% x 2yrs)	\$200,000
Administrative Assistant	(\$40,000 x 50% x 2yrs)	<u>\$ 40,000</u>
		\$340,000
Overtime <i>for</i> investigator and advocates	(\$37.5/hr x 100 hrs X 3)	\$ 11,250

The investigator will be assigned exclusively to domestic violence cases in order to create a domestic violence unit in the police department. The advocates will be employed by the nonprofit, nongovernmental domestic violence shelter but assist victims in collaboration with the police department as a member of the domestic violence unit. A half-time secretary will prepare reports and provide other support to the unit. A 2% cost of living adjustment is scheduled for all full-time personnel 12-months prior to the end of the grant. Overtime will be needed during some investigations.

TOTAL \$351,250

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Name/Position	Computation	Cost
Investigator & Advocates		
Employer's FICA	\$340,000 x 7.65%	\$26,010
Retirement	\$340,000 x 6%	\$20,400
Health Insurance	\$340,000 x 12%	\$37,400
Workman's Compensation	\$340,000 x 1%	\$ 3,400
Unemployment Compensation	\$340,000 x 1%	\$ 3,434
Overtime		
FICA	\$11,250 x 7.65%	\$ 860
Workman's Compensation	\$11,250 x 1%	\$ 112
Unemployment Compensation	\$11,250 x 1%	\$ 112

TOTAL \$91,694

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved, Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
\$20,000 OJP-designated Technical Assistance:				
4 persons to attend 5 trainings (Locations unknown at this time.)				
		Airfare	(5 trips x 4 people x \$450)	\$ 9,000
		Hotel	(5 trips x 4 people x \$75/night X 5 nights)	\$ 7,500
		Meals	(5 trips x 4 people x \$35/day X 5 days)	\$ 3,500

The organization's established travel policies will be utilized.

TOTAL \$20,000

D. Equipment -List non-expendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
Pentium III Computers	(\$2,000 x 3)	\$6,000

The computers will be used by the investigator and the advocates to analyze case service provision tracking information.

TOTAL \$6,000

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
Office Supplies	(\$50/mo x 24 mo)	\$ 1200
Postage	(\$20/mo x 24 mo)	\$ 480
Training Materials	(\$2/set x 500 sets)	\$1,000

Office supplies and postage are needed for general operation of the program. Training materials will be developed and used by the investigator and advocates to train patrol officers how to preserve crime scene evidence.

TOTAL \$2,680

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.

TOTAL \$0

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450

per day require additional justification and prior approval from OJP.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
Jane Doe	Domestic Violence Trainer State Domestic Violence Coalition	(\$150/day x 16 days)	\$2,400

Jane Doe, Domestic Violence Trainer of the State Domestic Violence Coalition, will be hired, as needed, to assist with the education of the local law enforcement officers and the court personnel.

Subtotal \$2,400

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging etc.)

<u>Item</u>	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
Mileage	In-State Travel	(100mi x 4 trips x \$ 0.34/mi)	\$ 136
Hotel and Meals		(\$100/day x 20 days)	\$2,000
Per Diem		(\$35/day x 20 days)	\$ 700

Jane Doe is expected to make up to 4 trips to provide training and technical assistance to the project.

Subtotal \$2,836

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost, Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

<u>Item</u>	<u>Cost</u>
Not applicable	Subtotal <u>\$0</u>

TOTAL **\$5,236**

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
Rent	(700 sq. ft. x \$12/sq. Ft.) (\$700 mo. x 24 mo.)	\$16,800

This rent will pay for space for the investigator and space for the advocates in the domestic violence unit. No space is currently available in city owned buildings and a separate space will allow the advocates the privacy and confidentiality needed for appropriately serving victims.

Telephone	(\$100/mo. x 24)	\$ 2,400
Printing/Reproduction	(\$100/mo. x 24)	\$ 2,400
TOTAL		<u>\$21,600</u>

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
TOTAL		<u>\$0</u>

Budget Summary - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

<u>Budget Category</u>	<u>Amount</u>
A. Personnel	\$ <u>351,250</u>
B. Fringe Benefits	\$ <u>91,694</u>
C. Travel	\$ <u>20,000</u>
D. Equipment	\$ <u>6,000</u>
E. Supplies	\$ <u>2,680</u>
F. Construction	\$ <u>0</u>
G. Consultants/Contracts	\$ <u>5,236</u>
H. Other	\$ <u>21,600</u>
Total Direct Costs	\$ <u>498,460</u>
I. Indirect Costs	\$ <u>0</u>
TOTAL PROJECT COSTS	\$ <u>498,460</u>
Federal Request	\$ <u>498,460</u>
Non-Federal Amount	\$ <u>NA</u>

APPENDIX C

Letter of Intent

Letter of Intent

Dear Diane Stuart, Director, Office on Violence Against Women:

I intend to apply for funds under the Rural Domestic Violence and Child Victimization Grant Program.

Name: _____

Date: _____

Position: _____

Organization: _____

Address: _____

City/State/ZIP: _____

Phone: _____

FAX: _____

E-mail: _____

Please FAX to:

Office on Violence Against Women
ATTN: The Rural Program
(202) 514-5818

Please submit no later than January 8, 2004

APPENDIX D

Sample Certification of Nonsupplanting

SAMPLE

[Applicant Letterhead]

[date]

Office on Violence Against Women
810 7th Street, NW
Washington, DC 20531

[Applicant] certifies that any funds awarded through the Rural Domestic Violence and Child Victimization Enforcement Grant Program will be used to supplement existing funds for program activities and will not replace (supplant) nonfederal funds that have been appropriated for the purpose of providing services to victims of domestic violence, dating violence and child victimization. The **[name of applicant]** understands that supplanting violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Sincerely,

[Applicant's Authorizing Official]

APPENDIX E

GMS Quick Start Guide

Quick-Start Guide to Using the Office of Justice Programs Online Grants Management System (GMS)

- ◆ **Step 1.** Using your established Internet account,* go to www.ojp.usdoj.gov/fundopps.htm. An online **GMS Application Procedures Handbook** is available on this page, and you may link directly to GMS, which will provide online "help" screens.
- ◆ **Step 2.** Select "**Logon to the Grants Management System (GMS)**" to apply for OJP grant funding.
- ◆ **Step 3.** If you have never used GMS, click on "**New User? Register Here**" and follow the on-screen instructions to register with GMS. After you register, you must select the FY 2004 Rural Program solicitation and begin working on it so that your registration will be sent to OVW. You will receive confirmation through email that you are eligible to submit your application. Confirmation may take up to one week.

If you are not a new user and have a GMS password, click on "**Login.**" If your password has expired, you will receive an "Authentication Error" or "Unauthorized User" message. In this case, click on "Having Login Problems?" for assistance in updating your password.

Please Note: Applicants must ensure that the information for the authorizing official and alternate contact is entered correctly. The authorizing official is the individual authorized to accept grant funds in your organization (e.g., executive director, attorney general, governor). If the individual applying online is not the authorizing official, that individual must list the authorizing official's name and contact information where appropriate.

- ◆ **Step 4.** To submit your application online, complete the on-screen 424/ Application for Federal Assistance, upload your budget narrative (which should include your budget detail), program narrative, and other program attachments in either word processing or spreadsheet files. All supporting documentation may be submitted as attachments. All GMS attachments must be in the following word processing formats: Microsoft Word (*.doc*), PDF files, (*.pdf*), or Text Documents (*.txt*). Please use descriptive titles when naming the attachments for easy identification, i.e., MOU, letter of non-supplanting. After submission, you will receive confirmation through email that OVW has received your application and you will be given an application number for future reference. Documents that cannot be submitted electronically through GMS (e.g. MOU, and letter of non-supplanting) must be faxed to both (202) 354-4140 and (202) 354-4147. You must include your GMS application number and the Program title of the OVW program to which you are applying on all materials submitted by fax.

If you have any questions about GMS or need technical assistance with applying online, contact the **GMS Hotline at 1-888-549-9901**.

**If you do not have an Internet account, call the OVW at 202-307-6026 for assistance.*