

OJP

**Training Grants to Stop
Abuse and Sexual Assault
Against Older Individuals
or Individuals with
Disabilities**

**Fiscal Year 2002
Application
& Program Guidelines**

Letter of Intent

Deadline: March 5, 2002

GMS Registration

Deadline: March 14, 2002

Application Deadline:

March 28, 2002

**U.S. Department of Justice
Office of Justice Programs**
810 Seventh Street, N.W.
Washington, D.C. 20531

John Ashcroft
Attorney General
U.S. Department of Justice

Deborah J. Daniels
Assistant Attorney General
Office of Justice Programs

Diane M. Stuart
Director
Violence Against Women Office

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

Office of Justice Programs
World Wide Web Homepage:
www.ojp.usdoj.gov

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

**Application for Training Grants to Stop Abuse and Sexual Assault Against Older
Individuals or Individuals with Disabilities**

World Wide Web Homepage:
www.ojp.usdoj.gov/fundopps.htm

February 6, 2002

Dear Colleague,

The Violence Against Women Office (VAWO) is pleased to announce the availability of funding for Training Grants to Stop Abuse and Sexual Assault Against Older Individuals or Individuals with Disabilities. This funding is intended to support training programs to assist law enforcement officers, prosecutors, and relevant officers of Federal, State, tribal and local courts in recognizing, addressing, investigating, and prosecuting instances of elder abuse, neglect, and exploitation and violence against individuals with disabilities, including domestic violence and sexual assault, against older or disabled individuals.

The Office of Justice Programs (OJP) requires that all applications be submitted through the OJP **Grants Management System (GMS)**. Access through the Internet to this online application system will streamline the processing of your request for funding. Additionally, to expedite the peer review of applications, VAWO asks applicants to submit an original and 4 copies of their application via overnight delivery to:

The Violence Against Women Office
Attn: Nadine Neufville
c/o The Office of Justice Programs
U.S. Department of Justice
810 7th Street, NW
Washington, DC 20001

The submission of hard copies will greatly assist VAWO with the peer review process and help to decrease the amount of time between the application due date and the announcement of award recipients.

Please use the following application guidelines to assist you in preparing your application for this new grant program. Applications must be submitted to OJP electronically through GMS no later than 9:30pm (EST) March 28, 2002 and hard copies must also be postmarked no later than March 28, 2002. However, in order to allow adequate time to register on the online system, applicants must register at least two weeks prior to the application deadline. VAWO will begin accepting applications immediately.

To learn how to begin your online application process, please see the *Quick-Start Guide to Using GMS* in the attached package. 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.

If you have any *programmatic* questions regarding the Training Grants to Stop Abuse and Sexual Assault Against Older Individuals or Individuals with Disabilities Program, you may contact Nadine Neufville, at (202) 305-2590. We look forward to receiving your application.

Diane M. Stuart
Director
Violence Against Women Office

Letter of Intent

All applicants are encouraged to **submit the non-binding letter of intent**, in this Application Kit as Appendix A, to VAWO by **March 5, 2002**. You may email or fax the letter of intent. Please direct emails to Neufvill@ojp.usdoj.gov and faxes to VAWO at (202) 307-3911. "Letter of Intent" should appear in the subject line of your email. Please do not submit both an email version and a fax version. Only one is necessary. We will use these letters to forecast the number of peer review panels needed to review competitive applications, and double submissions will hamper an accurate count.

Please note that **final applications are due on-line through GMS by 9:30pm (EST) March 28, 2002 and the original and 4 hard copies must be sent to VAWO via overnight delivery with a postmark that is no later than March 28, 2002. In addition, applicants should register online with GMS, at the GMS website, at least two weeks prior to the application deadline -- March 14, 2002.** 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.**

**2002 Training Grants to Stop Abuse and Sexual Assault Against
Older Individuals or Individuals with Disabilities Program Application Checklist**

A completed application will include items submitted on the Internet through OJP's GMS and the original and 4 hard copies mailed to the Violence Against Women Office. Please follow the 3 steps below using this checklist to ensure that your application is complete.

Step One: Submit the following information online through GMS :

See Quick-Start Guide in Appendix B for directions on using GMS

- G Application for Federal Assistance (SF-424)
Note: Applicants submit online.
- G Certifications/Assurances
Note: Applicants will "sign off" on these assurances and certifications electronically through GMS.
- G Project Narrative, Abstract and Summary Data Sheet
Note: Submit online as an attachment.
- G Budget Detail Worksheet and Budget Narrative (only 1 attachment)
Note: Submit online as an attachment, and include the Budget Detail Worksheet, Budget Summary and Budget Narrative as part of this attachment.
- G Other Program Attachments
Note: Submit online as attachments.

All materials must be received through GMS by 9:30 pm (EST) on March 28, 2002.

Step Two: Fax the following required documents:

These documents are not included in GMS and must be faxed to OJP as part of your application. Documents must be faxed to 202/354-4147.

Important: Please include the title of the VAWO program to which you are applying, the "Training Grants to Stop Abuse and Sexual Assault Against Older Individuals or Individuals with Disabilities," the applicant's name, and your GMS application number on each page of each document. If these documents are available electronically, please submit them online as "other program attachments."

- G Memorandum of Understanding (or Memorandum in Support of Request for Exemption)
- G Letters of Commitment from Agencies to Receive Training, if applicable
- G Letter of Nonsupplanting
- G Indirect Cost Agreements, if applicable
- G Certification / Assurances

Please Note: Applicants who have never registered with GMS must register online at least two-weeks prior to the application deadline. It may take up to one week for you to receive confirmation that you are eligible to apply.

Applicants who have previously registered with GMS and have a GMS password should log on to GMS at least two weeks prior to the application deadline to determine that the password is still valid. If your password has expired, follow the on-screen instructions or call the GMS helpdesk at 1-888-549-9901.

Step Three: Submit Via Overnight Mail an Original and 4 copies of the following documents:

Important: Please include the title of the VAWO program to which you are applying, the Training Grants to Stop Abuse and Sexual Assault Against Older Individuals or Individuals with Disabilities, the applicant's name, and the applicant's GMS application number on each page of each document.

- G Summary Data Sheet
- G Project Narrative and Abstract
- G Budget Detail Worksheet
- G Budget Narrative
- G Memorandum of Understanding (or Memorandum in Support of Request for Exemption)
- G Letter(s) of Commitment from Agencies to Receive Training, if applicable

All materials must be sent to VAWO via overnight delivery with a postmark that is no later than March 28, 2002.

Table of Contents

I.	INTRODUCTION	1
II.	SCOPE OF THE PROGRAM	3
	A. Statutory Program Purposes	3
	B. Program Activities	5
	C. Special Interest Training Topics	5
	D. Activities that May Compromise Victim Safety	7
III.	PROGRAM REQUIREMENTS	8
	A. Coordination with Nonprofit, Nongovernmental Domestic Violence Victim Services Programs or Nonprofit, Nongovernmental Sexual Assault Victims Services Programs	8
	B. Coordination with Nonprofit Programs that Serve Older Individuals or Nonprofit Programs that Serve Individuals with Disabilities	9
	C. Coordination with STOP Formula Grant Program, Arrest Program, and Other Federal Efforts	10
	D. Coordination with Other OJP Bureaus, Program Offices, and Other Federal Agencies	10
IV.	ELIGIBILITY	11
	A. Eligible Applicants	11
	B. Selection Criteria	11
V.	AVAILABILITY OF FUNDS	12
	A. Award Amounts	12
	B. Length of Award	12
	C. Future Funding	12
VI.	ADMINISTRATIVE REQUIREMENTS	12
	A. Single Points of Contact Review	12
	B. Civil Rights Requirements	13
	C. Supplanting Prohibition	13
	D. Human Subject Testing	13
	E. Purchase of American-Made Equipment and Products	13
	F. Violence Against Women Online Resources	13
VII.	REPORTING REQUIREMENTS	14
	A. Program Performance	14
	B. Semiannual Progress Reports	14
	C. Financial Status Reports	14
	D. Single Audit Report	15

E.	GPRA Reporting Requirement	15
VIII.	SUSPENSION OR TERMINATION OF FUNDING	15
IX.	APPLICATION CONTENT	16
A.	Application for Federal Assistance (SF-424)	16
B.	Summary Data Sheet	17
C.	Abstract	17
D.	Project Narrative	17
E.	Budget and Budget Narrative	18
F.	Memorandum of Understanding (or Memorandum in Support of Request for Exemption)	19
G.	Letter(s) of Commitment	20
H.	Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements	20
I.	Letter of Nonsupplanting	21

Appendices

Appendix A	Letter of Intent
Appendix B	Quick-Start Guide
Appendix C	Standard Application Form
Appendix D	Sample Memorandum of Understanding (or Memorandum in Support of Request for Exemption)
Appendix E	Budget Detail Worksheet and Sample Budget
Appendix F	Assurances
Appendix G	Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters: and Drug Free Workplace Requirements
Appendix H	Sample Nonsupplanting Letter

I. INTRODUCTION

The Violence Against Women Office (VAWO) of the Office of Justice Programs (OJP), United States Department of Justice (DOJ), was created in 1995 to implement the Violence Against Women Act (VAWA) and to provide national leadership against domestic abuse, sexual assault, and stalking crimes. Since its inception, VAWO has launched a comprehensive, multifaceted approach to implementing the VAWA to ensure prosecution of the new federal crimes contained in the VAWA and related laws, informing federal policy makers pertaining to civil and criminal justice for victims of domestic violence, sexual assault and stalking, and administering VAWA formula and discretionary grants to help states, territories, tribes, and local communities transform the ways in which their criminal justice systems respond to violent crimes against women. By forging partnerships among police, courts, the judiciary, and local service providers, VAWA grants help provide victims with the protection and services they need to pursue safe and healthy lives and enable communities to hold offenders criminally accountable for their violence.

The Violence Against Women Act of 2000 (VAWA 2000), signed into law on October 28, 2000, expands laws and programs addressing domestic violence, sexual assault, and stalking. VAWA 2000 establishes new programs, strengthens federal laws, and reauthorizes grant programs created by VAWA and subsequent legislation. VAWA 2000 specifically addresses the obstacles encountered by victims of crimes who are older individuals and persons with disabilities by establishing a new grant program to support training for law enforcement officers, prosecutors, and relevant officers of Federal, State, tribal, and local courts.

Elder Abuse

Elder abuse is the physical, sexual, emotional or financial abuse or neglect or abandonment of an older person by a family member, friend, fiduciary or caregiver. The U.S. Bureau of the Census predicts that by 2030, the population over age 65 will nearly triple to more than 70 million people and older people will make up more than 20 percent of the population (up from 12.3 percent in 1990).

Elder abuse victims face unique obstacles in seeking assistance because they often are dependent on the abuser and have little possibility of moving or otherwise ending the abusive relationship. It is critical for those in the criminal and civil justice system to recognize indicators that an older individual is being abused. These may include unexplained physical injuries or contradictory explanation of injuries; unusual behavior such as becoming withdrawn, agitated or depressed; malnutrition, substandard care or poor physical hygiene in spite of seemingly adequate financial resources; or sudden transfers of assets to family members, caregivers or other persons.

Older Victims of Domestic Violence and Sexual Assault

Domestic violence and sexual assault affect victims in all age groups. However, older individuals who are victimized by these crimes face additional challenges in receiving the services they need to obtain safety. Law enforcement officers and other first responders may not recognize them as victims of intimate partner violence and consequently may not take necessary actions to ensure their safety. Appropriate interventions may be compromised by misconceptions that older

persons are incapable of inflicting serious harm on their intimate partners or that the abuse is simply an expression of the stress associated with caring for an aging partner. Age or disability may increase the isolation of victims of domestic violence or their dependence on abusers for care or housing. In addition, an abuser may threaten institutionalization to prevent victims from seeking help or calling the police. These cases may go unnoticed because criminal justice system personnel may be less likely to perceive a victim's injuries as arising from aging, frailty, illness or disability rather than from abuse. For example, an older woman's broken bones may be attributed to disorientation or osteoporosis without any inquiry about violence in the home. Training for criminal justice system personnel will address these barriers and improve systemic responses to older victims and victims with disabilities.

Older individuals with physical and/or cognitive limitations may be vulnerable to abuse from their partners on whom they may be dependent for critical day-to-day needs including communication with friends, family, doctors, lawyers, medical care, transportation, social interaction, and more. Intimate partners and others, therefore, can have a tremendous degree of control over the lives of these individuals. Domestic violence victim advocates may be required by state statute to report the abuse of older victims to Adult Protective Services, which may raise serious concerns regarding confidentiality, disclosure, and safety when adequate training is not in place. Likewise, domestic violence victim advocates face additional challenges in promoting the autonomy and decision-making abilities of older victims and need to work in close partnership with a wide array of social support mechanisms to promote victim independence, safety, and well-being.

To ensure that older victims of domestic violence or sexual assault receive appropriate, effective assistance, partnerships must be established among domestic violence and sexual assault victim advocates, Adult Protective Service workers, law enforcement officers, prosecutors, professionals from Federal, State, tribal and local courts, and geriatric service professionals to develop coordinated, community responses that address the unique needs and obstacles experienced by this population.

Domestic Violence and Sexual Assault Against Persons who are Individuals with Disabilities

Approximately 54 million Americans live with a wide array of physical, cognitive, and emotional disabilities. Research suggests that persons with disabilities face a 4 to 10 times higher risk of being crime victims.¹ Crimes of domestic violence and sexual assault committed against persons with disabilities are likely to go unreported and victims who are individuals with disabilities face multiple barriers to accessing needed services and participating fully in the civil and criminal justice system. Often, individuals with disabilities face physical and social isolation, especially in cases of prolonged institutional care. Consequently, many lack information about the services and interventions available to stop abuse in their lives or find assistance physically inaccessible. Physical barriers posed by buildings and transportation systems that have not adapted to the needs of individuals with disabilities and the lack of adequate interpretation services can prevent crime victims from utilizing services and agencies that are critical to their safety.

¹*Working with Victims of Crime with Disabilities*, Office for Victims of Crime Bulletin, September 1998

Violence in the lives of individuals with disabilities may also have additional consequences, such as exacerbating existing health problems, abuse and retaliation for disclosure from care givers, and the loss of child custody. In some instances, courts have awarded custody to the batterer, based on the assumption that children may be better off with an “able-bodied” offender than with a victim who has a disability.²

Ensuring that individuals with disabilities who are victims of domestic violence or sexual assault can access the complete array of services and protections they need to become safe requires a comprehensive and aggressive response. Physical improvements in infrastructure to make facilities accessible, coupled with cultural and linguistic improvements within institutions, are paramount. No less important is a coordinated, community response to violence against individuals with disabilities that pools the strengths and insights of the criminal justice system, courts, victim service community, and disability rights advocacy community.

II SCOPE OF THE PROGRAM

The scope of the Training Grants to Stop Abuse and Sexual Assault Against Older Individuals or Individuals with Disabilities program is outlined by the statutory language, the identified program activities, and the special interest training topics identified below.

A. Statutory Program Purposes

The single section in VAWA 2000 creating the Training Grants to Stop Abuse and Sexual Assault Against Older Individuals or Individuals with Disabilities program states that:

The Attorney General may make grants for training programs to assist law enforcement officers, prosecutors, and relevant officers of Federal, State, tribal and local courts in recognizing, addressing, investigating, and prosecuting instances of elder abuse, neglect, and exploitation and violence against individuals with disabilities, including domestic violence and sexual assault, against older or disabled individuals.

42 U.S.C. 14041(a)³.

²*Working with Victims of Crime with Disabilities*, Office for Victims of Crime Bulletin, September 1998

³ The statute refers to section 102 of the Older Americans Act of 1965 (42 U.S.C. 3002) for the definitions of “elder abuse, neglect and exploitation” and for “older individual” and to section 3(2) of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102(2)) for the definition of individuals with disabilities. The Older Americans Act states that the term “elder abuse” means abuse of an older individual; the term “exploitation” means the illegal or improper act or process of an individual, including a caregiver, using the resources of an older individual for monetary or personal benefit, profit or gain; the term “abuse” means the willful infliction of injury, unreasonable confinement, intimidation, or cruel punishment with resulting physical harm, pain, or mental anguish; or deprivation by a person, including a caregiver, of goods or services that are necessary to avoid physical harm, mental anguish, or mental illness; the term “neglect” means the failure to provide for oneself the goods or services that are necessary to avoid physical harm, mental anguish, or mental illness or the failure of a caregiver to provide the goods or services; and the term “older individual” means an individual who is 60 years of age or older.

The FY 2002 Training Grants to Stop Abuse and Sexual Assault Against Older Individuals or Individuals with Disabilities program provides a unique opportunity for targeted training for law enforcement officers, prosecutors and relevant court officers to enhance their ability to recognize, address, investigate, and prosecute these serious crimes. The way individuals cope as victims may depend on their experiences following the crimes committed against them. As part of the civil and criminal justice system, law enforcement officers, prosecutors, and court officers are in a position to help victims cope with the immediate trauma of crime and ensure that offenders are held accountable as well as to help in restoring victims' sense of security and control over their lives. Training for those in the civil and criminal justice system to understand that older victims or victims who are individuals with disabilities require compassionate and comprehensive services like all victims and also may face unique challenges is essential.

All applications must include a component in their training program that addresses domestic violence or sexual assault against older individuals or individuals with disabilities.

OJP is extremely interested in projects that create or enhance partnerships between criminal justice agencies and those community organizations, geriatric service professionals, health care providers, advocacy organizations, and nongovernmental, nonprofit organizations that serve domestic violence or sexual assault victims and older and/or disabled individuals. Because such collaboration is a core component of the Training Grants to Stop Abuse and Sexual Assault Against Older Individuals or Individuals with Disabilities program, **all applicants are required to enter into a formal Memorandum of Understanding (MOU) with at least one nonprofit, nongovernmental domestic violence victim services program or nonprofit, nongovernmental sexual assault victim services program and with at least one nonprofit program that serves older individuals or a nonprofit program that serves individuals with disabilities.** The role of the services programs in this collaboration should be meaningful and ongoing and include compensation for participation.

An applicant may be exempt from a portion of this requirement if it is a domestic violence and/or sexual assault victim services program or a nonprofit program that serves older individuals or individuals with disabilities and is applying on its own behalf. Such service agencies may submit a Memorandum in Support of Request for Exemption in lieu of an MOU for VAWO's review and approval. *See Sample Memorandum in Support of Request for Exemption at Appendix D.*

B. Program Activities

OJP is interested in a broad range of program activities that can be considered training. OJP encourages training strategies that include, but are not limited to,:

- ! Targeted training of specific criminal justice system personnel such as law enforcement officers, prosecutors and court personnel;
- ! Development of training curricula that can be used by others across the country;
- ! Development and dissemination of state-of-the art resource materials;

The Americans with Disabilities Act defines "disability" to mean, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment .

- ! Partnership- and team-building opportunities for advocates and criminal justice professionals;
- ! Computer-facilitated training;
- ! Institutes, workshops, and conferences to share the development and implementation of promising practices, model policies, and protocols;
- ! Small, topic-specific workshops and other interactive educational forums;
- ! Invitational meetings to debate and discuss complex issues;
- ! Development of a clearinghouse for resource materials and training curricula; and
- ! Onsite consultations to share promising practices.

Applicants are encouraged to develop projects that address the needs of a specific law enforcement agency, prosecutor's office, and/or court at the local level or the needs of law enforcement agencies, prosecutors' offices or courts at the state or tribal level. Applications addressing efforts to hold national training programs, i.e., a conference sponsored by national criminal justice constituency organizations or judicial organizations, also may be supported.

A. Special Interest Training Topics

1. Programs that Address Older Victims

OJP is extremely interested in applications for training programs responding to older individuals that include the following :

- ! Educating law enforcement officers, prosecutors, and relevant officers of Federal, State, tribal, and local courts about the unique obstacles encountered by older victims of domestic and/or sexual violence and helping them to identify measures they can adopt to mitigate and remove these barriers;
- ! Addressing the full range of safety considerations in the lives of older individuals, including the dangers and risks of abuse and neglect from intimate partners and caregivers and strategies to support the autonomy and decision-making of older victims;
- ! Assisting communities with developing coordinated, community-wide responses to older victims of domestic violence and/or sexual assault that address the unique needs and concerns of this population;
- ! Educating law enforcement officers, prosecutors, and relevant officers of Federal, State, tribal, and local courts about the unique obstacles encountered by older victims of domestic and/or sexual violence who are American Indian or Alaska Native women and helping these criminal justice system officers identify measures they can adopt to mitigate and remove these barriers;
- ! Addressing the need for facilitating partnerships and providing cross-training among Adult Protective Services workers, criminal justice personnel, domestic violence and sexual assault victim advocates, and geriatric service professionals; and
- ! Examining confidentiality and safety concerns that stem from mandatory state

requirements that the abuse of older persons be reported to Adult Protective Services by victim advocates and requirements that Adult Protective Service professionals report abuse to law enforcement agencies.

2. Victims with Disabilities

OJP is extremely interested in applications for training programs responding to individuals with disabilities that include the following:

- ! Educating law enforcement officers, prosecutors, and relevant officers of Federal, State, tribal, and local courts about the unique needs and concerns of victims with disabilities and their right to be treated with dignity, compassion, and respect;
- ! Assisting law enforcement agencies, prosecutors' offices, and Federal, State, tribal and local courts with interpreting and implementing Titles I, II and III of the Americans with Disabilities Act, which address improvements in physical infrastructure to make critical facilities accessible to people with disabilities, and Section 504 of the Rehabilitation Act;
- ! Helping law enforcement agencies, prosecutors' offices, and Federal, State, tribal and local courts address communication issues by ensuring that victim services providers within these agencies are equipped with TTY telephones, braille materials, sign-language interpreters, and staff who are knowledgeable about disability issues;
- ! Educating law enforcement officers, prosecutors, and relevant officers of Federal, State, tribal, and local courts about the unique obstacles encountered by victims of domestic and/or sexual violence who are individuals with disabilities and who are American Indian or Alaska Native women and helping these criminal justice system officers to identify measures they can adopt to mitigate and remove these barriers;
- ! Fostering collaborative partnerships and cross-training among community-based groups serving persons with disabilities, criminal justice agencies, domestic violence or sexual assault victim advocacy organizations, the judiciary, prosecutors, and disability advocacy groups;
- ! Assisting in the development of specific policies and protocols on disclosure, confidentiality, and safety, especially where the potential exists for retaliation by an abusive partner or caregiver;
- ! Assisting in the development of specific policies and protocols in criminal justice agencies, victim service organizations, and disability service providers for responding to domestic violence and sexual assault; and
- ! Developing protocols, policies, and best practices regarding intervening in cases of violence against persons with disabilities who are institutionalized for care.

D. Activities that May Compromise Victim Safety

Ensuring victim safety is the guiding principle underlying the Training Grants to Stop Abuse and Sexual Assault Against Older Individuals or Individuals with Disabilities program. Experience has shown that certain practices compromise victim safety rather than enhance it. For example, forcing a victim to testify against an abusive partner or caregiver may place that victim at greater risk of continuing or escalating violence. Some responses by the justice system may minimize or trivialize the offender's criminal behavior, especially when the victim is mentally disabled. Accordingly, consistent with the goals of assuring victim safety and holding perpetrators accountable, applicants are discouraged from proposing training that includes any of the activities listed below:

- ▶ Offering perpetrators the option of entering pre-trial diversion programs. Diversion programs and alternative dispositions can send a message to victims and perpetrators that abuse is not a serious crime. These programs also become problematic when they are of a relatively short duration, do not require that the offender's behavior be monitored regularly, or are used merely as a means of managing the docket rather than serving the interests of justice.
- ▶ Mediation or counseling for couples and for older individuals or individuals with disabilities and their caregivers as a systemic response to domestic violence. Mediation and couples counseling imply that both parties are responsible for the violent behavior of the perpetrator or primary aggressor. It is inappropriate to sanction the victim or hold the victim accountable for the offender's behavior. Furthermore, mediation requires two parties with equal power to voluntarily reach an agreement about the issue at hand. In abusive relationships, the power and control exercised by batterers over time may leave victims in a state of constant fear. This power imbalance makes it nearly impossible for an agreement between the two parties to be voluntary.
- ▶ Batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior. Such programs must be part of a graduated range of sanctions that uses the coercive power of the criminal justice system to hold abusers accountable for their criminal actions and for changing their behavior. Above all, victim safety must be a priority. For that to occur, batterers must take responsibility and be accountable for their violence. Programs that focus on controlling anger and impulses, managing emotions, developing communication skills, and dealing with stress are not designed to hold batterers to this level of accountability.
- ▶ Procedures that would force victims of domestic violence to testify against their abusers or impose other sanctions on them. When handling domestic violence cases, police officers' and prosecutors' decisions must be grounded in ensuring that the victim is safe. To that end, criminal justice professionals should work in close concert with victims to help guide decisions. While there are certainly instances in which prosecutors should proceed without the testimony of victims, victims should always be consulted because they are the best judges of the dangerousness of their situation.
- ▶ Procedures that exclude victims of domestic violence and their children from receiving safe shelter, advocacy services, and other assistance based on their age, mental health condition,

and/or physical health condition.

III. PROGRAM REQUIREMENTS

A. Coordination with Nonprofit, Nongovernmental Domestic Violence Victim Services Programs Or Nonprofit, Nongovernmental Sexual Assault Victim Services Programs

All applicants are required to enter a formal MOU with at least one nonprofit, nongovernmental domestic violence victim services program or nonprofit, nongovernmental sexual assault victim services program. Applicants must demonstrate that they have consulted and coordinated in a meaningful way with nonprofit, nongovernmental domestic violence and/or sexual assault victim services programs. In developing applications for the Training Grants to Stop Abuse and Sexual Assault Against Older Individuals or Individuals with Disabilities program, applicants are encouraged to consider some important distinctions between victim advocates who work for:

- ▶ governmental agencies (e.g., the police department or the district or city attorney's office);
- ▶ victim advocates who represent nonprofit, nongovernmental domestic violence or sexual assault programs (e.g., shelters, advocacy groups or coalitions); and
- ▶ legal advocates (e.g., students from law school clinics, paralegals, attorneys working for legal service agencies or independent attorneys).

While there is an important role for *all* victim advocates to play in the creation of a coordinated community response to domestic violence and sexual assault, **OJP requires the participation of a nonprofit, nongovernmental domestic violence victims services program or nonprofit, nongovernmental sexual assault victims services program in the development and implementation of the project.** This does not preclude applicants from requesting support for governmental victim services organizations, but the budget and budget narrative must distinguish between the two and should include fair compensation for the contributions of nonprofit, nongovernmental victim service agencies. In addition, if funding is requested for *both* governmental and nongovernmental victim assistance organizations, the project narrative must provide an explanation of how collaboration will be achieved between these different entities.

In addition, victim services programs should meet **all** of the following criteria:

- ▶ Victim services programs must have, as one of their primary purposes, to provide services to victims of domestic violence or sexual assault;

Experts view domestic violence as a pattern of coercive behavior that is used by one person to gain power and control over a current or former intimate partner. This pattern of behavior may include physical or sexual violence, emotional and psychological intimidation, threats, verbal abuse, stalking, isolation, and economic control. Project managers should be aware that when victims of domestic violence flee from abuse, perpetrators of domestic violence frequently claim to be victims in order to locate their former victims, punish them for leaving, or regain control over victims through legal proceedings.

- ▶ Victim services programs must reflect (e.g. through mission statements, training for all staff, etc.) an understanding that the violence perpetrated against victims is grounded in an

abuse of power by offenders, reinforced through intimidation and coercion.

Victim services programs must have this understanding because perpetrator conduct impedes the liberty and autonomy of victims, creates fear of the perpetrator, causes physical and/or psychological injury, and limits the victim's access to services. The philosophy of victim services programs must reject the use of violence and intimidation to perpetuate these and other forms of inequality.

- ▶ Victim services programs must 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.

A lack of services alone does not demonstrate the need for a particular program to be funded. Rather, applicants should demonstrate a need for the proposed services for a significant number of victims who do not otherwise have access to resources such as safe housing, economic self sufficiency, advocacy and counseling, and culturally appropriate services. Services must be designed to restore victim autonomy and liberty.

- ▶ Victim services programs must not engage in activities that compromise victim safety.

Examples of activities that compromise victim safety include, but are not limited to: mediation, alternative dispute resolution, couples counseling, or any other intervention that implies that both parties are responsible for the perpetrator's violence; failing to respect victim autonomy and decision making; intervention or counseling programs for perpetrators that do not use the coercive power of the criminal justice system to hold them accountable for their behavior, such as anger or stress management programs; and providing perpetrators with confidential information about the whereabouts or activities of victims or their families.

B. Coordination with Nonprofit Programs that Serve Older Individuals or Nonprofit Programs that Serve Individuals with Disabilities

All applicants are required to enter into a formal MOU with at least one nonprofit program that serves older individuals or a nonprofit program that serves individuals with disabilities. Applicants must demonstrate that they have consulted and coordinated in a meaningful way with nonprofit services programs that serve older individuals or individuals with disabilities. In developing applications for the Training Grants to Stop Abuse and Sexual Assault Against Older Individuals or Individuals with Disabilities program, applicants are encouraged to consider some important distinctions between advocates who work for governmental agencies (e.g., Adult Protective Services, Social Services) and advocates who represent nonprofit, nongovernmental programs that serve the older individuals or individuals with disabilities.

There is an important role for *all* advocates to play in the creation of a coordinated community response to violence against older individuals and individuals with disabilities. Applicants are not precluded from requesting support for governmental victim services organizations but the budget and budget narrative must distinguish between governmental victim service agencies and nonprofit, nongovernmental services programs and should include fair

compensation for the contributions of nonprofit, nongovernmental victim service agencies. In addition, if funding is requested for *both* governmental and nongovernmental assistance organizations, the project narrative must provide an explanation of how collaboration will be achieved between these different entities.

C. Coordination with the STOP Formula Grant Program, Arrest Program and Other Federal Efforts

To ensure the consistency of State goals with respect to reducing violence against older individuals and individuals with disabilities, States that apply for funds through the Training Grants to Stop Abuse and Sexual Assault Against Older Individuals or Individuals with Disabilities program are encouraged to administer the program through the same agency that administers the STOP (Services * Training * Officers * Prosecutors) Violence Against Women Formula Grant Program, unless there is a compelling reason to place responsibility for this program with a different agency. State applicants are required to submit a copy of the application to the State agency that administers the STOP Program to facilitate coordination with that program in their respective States. The same coordination requirement applies to entities who receive funds under the Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program. In addition, applicants are encouraged to coordinate with Victim of Crime Act (VOCA) funded programs in their State. Additional information on VOCA projects can be obtained through the State VOCA Administrator. (A list of these State agencies may be found on the OJP web site at www.ojp.usdoj.gov/state.htm.)

D. Coordination With Other OJP Bureaus, Program Offices and Other Federal Agencies

All applicants should specify additional funding which they currently have or for which they are applying from other OJP Bureaus and Program Offices. These are: the Violence Against Women Office; the Bureau of Justice Assistance; the Bureau of Justice Statistics; the National Institute of Justice; the Office of Juvenile Justice and Delinquency Prevention; the Office for Victims of Crime; the Corrections Program Office; the Drug Courts Program Office; and the Executive Office of Weed and Seed. Applicants also are encouraged to provide information on related funding they may be receiving from the Department of Justice's Office of Community Oriented Policing Services and from offices and bureaus in other federal agencies.

IV. ELIGIBILITY

A. Eligible Applicants

Eligible applicants are:

- States;
- Tribes;
- units of local government;
- nonprofit, nongovernmental organizations;
- state or local government agencies (i.e., prosecutors' offices, sheriffs' offices, courts);
- private, nonprofit victim advocacy organizations;
- public or private nonprofit service organizations for older individuals or for individuals with

disabilities;

- national criminal justice constituency organizations; or
- judicial organizations.

For-profit organizations and individuals are not eligible.

B. Selection Criteria

All applications will be rated according to the following criteria:

- The application contains a formal Memorandum of Understanding (MOU) or a memorandum in support of a request for exemption. All applicants are required to enter into a formal MOU with at least one nonprofit, nongovernmental domestic violence victim services program or nonprofit, nongovernmental sexual assault victim services program **and** with at least one nonprofit program that serves older individuals or nonprofit program that serves individuals with disabilities;
- The proposed project demonstrates meaningful attention to victim safety and offender accountability;
- The application clearly describes the specific law enforcement agency(ies), prosecutor's office(s) and/or Federal, State, tribal and local court(s) whose officers and employees would be trained, including the estimated number of individuals to be trained and includes a statement of commitment from such organizations that they would participate in the training which states whether or not the proposed training would enhance current domestic violence and/or sexual assault training program(s);
- The application clearly describes the proposed impact of the project;
- The application clearly describes the training methods and educational approaches that would be used to foster professional development and cultural change, including existing training curricula and materials or an outline of proposed training curricula and materials;
- The application clearly describes the planning, development, and implementation strategies for the trainings; organizational and staff capability; and general timeline;
- The budget is reasonable;
- The application budget is in proportion to the number of individuals and/or agencies to be trained over the grant period; and
- The application clearly demonstrates the applicant's ability to meet the training needs identified in the application.

V. AVAILABILITY OF FUNDS

A. Award Amounts

For Fiscal Year 2002, Congress allocated \$5,000,000 for the Training Grants to Stop Abuse and Sexual Assault Against Older Individuals or Individuals with Disabilities. While there is no specific amount for which eligible organizations may apply, it is unlikely that OJP will make awards in excess of \$300,000. Applicants should carefully consider the resources needed to implement the proposed project and present a realistic budget that reflects both the costs involved and the number of agencies and/or individuals expected to participate in training over the length of the award.

B. Length of Award

The grant period is 24 months. Budgets must reflect activity for the full length of the proposed project. **Applicants who apply and receive awards for 24 months will not be eligible to apply in FY 2003.**

C. Future Funding

The Training Grants to Stop Abuse and Sexual Assault Against Older Individuals or Individuals with Disabilities program is a competitive, discretionary grant program. Should an applicant receive FY 2002 funding, there is no guarantee of continuation funding.

VI. ADMINISTRATIVE REQUIREMENTS

A. Single Points of Contact Review

Executive Order No. 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 entered in block 16 on the Application for Federal Assistance, SF-424.* You can find the listing of the State SPOC at the following web address: <http://www.whitehouse.gov/omb/grants/spoc.html>.

B. Civil Rights Requirement

All recipients of federal grant funds are required to comply with nondiscrimination requirements contained in federal laws. 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 for Civil Rights of the Office of Justice Programs. All applicants should read the *Assurances* required with the application funds to understand the applicable legal and administrative requirements

C. Supplanting Prohibition

All applications must include a letter to the Assistant Attorney General of the Office of Justice Programs (see Appendix C for sample letter) signed by the applicant's authorizing official

certifying that federal funds will not be used to supplant state or local funds. Federal funds must be used to supplement existing funds for program activities and not replace the funds that have been appropriated for the same purpose. Potential supplanting will be the subject of application review, as well as pre-award review, and post-award monitoring and audit. If there is a potential presence of supplanting, the applicant or grantee will be required to supply documentation demonstrating that the reduction in nonfederal resources occurred for reasons other than the receipt or expected receipt of federal funds. 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.

D. Human Subject Testing

DOJ is a signatory to the federal policy on protection of human subjects of research, the "Common Rule." DOJ's incorporation of the Common Rule is set forth in 28 CFR Part 46, Protection of Human Subjects, which requires that research involving human subjects be submitted to an independent review board for approval and that informed consent procedures be followed. The policies set forth in 28 CFR Part 46 apply to all research involving human subjects conducted, supported, or otherwise subject to regulation by any federal department or agency that has adopted the Common Rule. Federal funds may not be expended for research involving human subjects unless the requirements of this policy have been satisfied, if the research is not covered by an exemption set forth in 28 CFR section 46.101(b)(1).

The applicant must indicate whether the project or activity in its application includes research that may involve human subjects, as defined in 28 CFR Part 46.

E. Purchase of American-Made Equipment and Products

To the greatest extent practicable, all equipment and products purchased with grant funds should be American-made as required by the FY 1997 Appropriations Act.

F. Violence Against Women Online Resources

Any materials, including curricula, manuals, model policies, or promising practices, developed with funding from the Training Grants to Stop Abuse and Sexual Assault Against Older Individuals or Individuals with Disabilities program must be made available to the public online through VAWO's website. The materials must be submitted to VAWO formatted for placement on the site. The website address is www.ojp.usdoj.gov/vawo.

VII. REPORTING REQUIREMENTS

A. Program Performance

1. Program Evaluation Initiatives

As a special condition to any awards made under the Training Grants to Stop Abuse and Sexual Assault Against Older Individuals or Individuals with Disabilities program, grantees will be required to cooperate with VAWO, other Department of Justice components, and its designated

contractors on officially-sponsored evaluation initiatives.

2. Measuring Effectiveness

As a special condition to the award, grantees will be required to collect and maintain data that measures the effectiveness of the jurisdiction's efforts to combat elder abuse, neglect, and exploitation and violence against individuals with disabilities, including domestic violence and sexual assault against older or disabled individuals. As a result of VAWA 2000, **all grant recipients are now statutorily required to report on the effectiveness of their programs**, and the Attorney General must now report to Congress on the effectiveness of each project. Therefore, grantees must collect and maintain data that measures the success of the jurisdiction's current and prior efforts to combat elder abuse, neglect, and exploitation and violence against individuals with disabilities, including domestic violence and sexual assault against older or disabled individuals. Specifically, OJP is seeking data that includes baseline information to illustrate the effectiveness before and after implementation of any grant-supported training activities, including increased access to services by older and disabled victims as a result of the trainings. Data of particular interest to OJP includes, but is not limited to, the subject of trainings, the number of obstacles mitigated through the training of law enforcement officers, prosecutors, or relevant officers of Federal, State, tribal or local courts, as well as, the number of trainings held for law enforcement officers, prosecutors or relevant officers of Federal, State, tribal or local courts; the number of cross trainings with Adult Protective Services, criminal justice personnel, domestic violence and sexual assault advocates and geriatric or disability service providers; and the number of newly developed or revised protocols, policies and best practices.

B. Semiannual Progress Report

Funding recipients must submit semiannual progress reports that describe activity during the reporting period and the status or accomplishment of objectives. Progress reports must be submitted within 30 days after the end of the reporting periods: January 1 through June 30 and July 1 through December 31 for the life of the award. A final report, which provides a summary of progress toward achieving the goals and objectives of the award, significant results, and any products developed under the award, is due 120 days after the end date of the award. The report format will be provided to the recipient by OJP. Future awards and fund drawdowns may be withheld if progress reports are delinquent.

C. Financial Status Reports

Financial Status Reports (SF 269-A) are due quarterly on the 45th day following the end of each calendar quarter. A report must be submitted every quarter in which the award is active even if there has been no financial activity during the reporting period. The final report is due 120 days after the end date of the award. Future awards and fund drawdowns will be withheld if the financial status reports are delinquent.

D. Single Audit Report

Non-federal entities that expend \$300,000 or more in federal funds (from all sources, including pass-through sub-awards) in the organization's fiscal year shall have a single organization-wide audit conducted in accordance with the provisions of OMB Circular A-133.

The audit report is due to the Federal Audit Clearinghouse not later than nine months after the end of the recipient's fiscal year.

E. The Government Performance and Results Act of 1993 Reporting Requirement

The Government Performance and Results Act of 1993 (GPRA) 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? Each federal agency is required to submit to the Office of Management and Budget an annual performance plan with specific performance goals that the agency intends to achieve in the fiscal year and an annual program performance report that compares actual performance with the performance goal target levels in the annual performance plan.

Thus, as part of the GPRA reporting requirement, OJP will develop specific performance goals for the Training Grants to Stop Abuse and Sexual Assault Against Older Individuals or Individuals with Disabilities program and must file an annual report on the status of those goals. The following are the preliminary GPRA measures:

- ! Number of trainings for law enforcement officers
- ! Number of trainings for prosecutors
- ! Number of trainings for officers of Federal, State, tribal or local courts
- ! Number of obstacles mitigated through the training of law enforcement officers, prosecutors, or relevant officers of Federal, State, tribal or local courts
- ! Number of cross trainings with Adult Protective Services, criminal justice personnel, domestic violence and sexual assault advocates and geriatric or disability service providers
- ! Number of newly developed or revised protocols, policies and best practices
- ! Number of victims who are older individuals served, if applicable
- ! Number of victims who are victims with disabilities served, if applicable

All funding recipients will be required to cooperate with VAWO and provide information that will enable OJP to meet its GPRA requirements.

VIII. SUSPENSION OR TERMINATION OF FUNDING

OJP may suspend funding in whole or in part, terminate funding, or impose another sanction on a recipient for the following reasons:

- Failure to comply substantially with the requirements or statutory objectives of VAWA and VAWA 2000, VAWA program guidelines, or other provisions of federal law.
- Failure to make satisfactory progress toward the goals or strategies found in this application.

- Failure to adhere to requirements in the agreement, standard conditions, or special conditions.
- Proposing or making substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- Filing a false certification in this application or other report or document.
- Other good cause shown.

OJP will provide reasonable notice to the recipient of its intent to impose sanctions and will attempt informally to resolve the problem. Hearing and appeal procedures will follow those found in DOJ regulations described in 28 CFR, part 18.

IX. APPLICATION CONTENT

Under GMS, the SF-424 will be completed online; the project narrative and abstract, budget narrative, which includes the budget worksheet, and other program attachments will be submitted online as attachments; and the MOU, training commitment letter, if applicable, and letter of nonsupplanting will be submitted by fax (or online under “other program attachments” if applicants have these documents available electronically). The original application and 4 hard copies of the application, including the project narrative and abstract, the budget detail worksheet, the budget narrative, the memorandum of understanding and if applicable, the letter(s) of commitment from agencies to receive training must be sent to VAWO via overnight delivery with a postmark that is no later than March 28, 2002.

To help us review your application, please limit your attachments to word processing and/or spreadsheet files. The application should be no longer than necessary but in no case should exceed 14 double-spaced, typed pages on 8 ½ x 11 inch paper. Margins must not be less than 1 inch, and type no smaller than 12 point and 12 characters per inch must be used.

Applicants must ensure that the information for the authorizing official and alternate contact are filled out correctly. The signing authority is an individual authorized to accept grant funds on behalf of your agency. If the individual applying online is not the signing authority, that individual must list the authorizing official’s name and contact information where appropriate.

A fully executed application, for the purposes of this program, must include the following:

A. Application for Federal Assistance (SF-424)

The SF-424 will be filled out online through the GMS. The Catalog of Federal Domestic Assistance number for this Program is **16.588** and the title is Training Grants to Stop Abuse and Sexual Assault Against Older Individuals or Individuals with Disabilities (block 10). The Federal cognizant audit agency and fiscal year of the applicant organization should be listed in block 11 of the form.

B. Summary Data Sheet

On no more than 2 pages, please provide the following information about your proposed project:

- Legal name of applicant;
- Name, address, phone number, fax number, and e-mail address of the project director or primary person to be contacted on matters involving the application;
- Description of the training activities including who is to be trained (i.e., law enforcement officers, prosecutors and/or court officers) and the subject matter of trainings (i.e., types of crimes, domestic violence, sexual assault) and the types of victims (i.e., older victims, victims with disabilities);
- MOU signatories;
- Brief description of existing training curricula and materials or an outline of proposed curricula and materials to be developed; and
- Specific entities to be trained.

C. Abstract:

The program abstract should describe the proposed project and how it would address the unmet needs of law enforcement officers, prosecutors, and/or officers of Federal, State, tribal and local courts so that they may better serve older individuals and/or individuals with disabilities who are victims of elder abuse, neglect, and exploitation and violent crimes, including domestic violence and sexual assault.

D. Project Narrative:

The project narrative should be no longer than necessary but in no case should it exceed 10 pages. It must include the following:

Project Objectives: The application should include a clear, concise statement of what the proposed project would accomplish.

Need for the Project: The application should discuss the particular population to be served by the project (law enforcement officers, prosecutors, or court officers) including the estimated number of individuals who would be trained, and state why existing training and/or educational programs, services, or materials do not meet specific needs. The applicant should further specify how the intended audience would benefit from the proposed training and reference the applicant's ability to meet the training needs that the application addresses. The narrative also should address whether the proposed training enhances current domestic violence and/or sexual assault training programs.

What Will be Done: All applicants should submit a statement describing how the proposed project would assist law enforcement agencies, prosecutors' offices, and courts in addressing the need for training. The narrative should identify the MOU partners and the program activities during the planning phase of the project (e.g., advisory groups, planning committees, or joint staffing of the project), as well as the ways the partnership would function throughout the implementation phase of the project. Applicants should also outline the specific tasks to be performed and the time line for their completion.

Who Will Implement the Project: All applicants must identify the organizations responsible for carrying out the proposed project in a signed MOU submitted as an attachment to the application. The individuals who will be involved in developing and implementing the project should be identified, and their respective roles and responsibilities should be specified. A description of the expertise or experience of key staff should be included in the program narrative or the MOU. Position descriptions and resumes may also be included as attachments to the application. Applications submitted on behalf of a consortium must designate a single organization to receive and administer grant funds and manage and coordinate all grant activities.

The Products: This section should describe the resource materials, curricula, or other products that already exist or provide an outline of proposed materials, curricula or other products to be generated and how they would be used in the proposed training activities.

Related projects: All applicants are requested to provide information in their applications on the following:

- Active federal grant awards from OJP bureaus or program offices, the Office of Community Oriented Policing Services, or other federal agencies already supporting this, or related, efforts⁴;
- Information on any pending applications for federal assistance for this or related efforts; and
- How the pending applications would be coordinated with the funding sought through this application. The following should be included for each: the program/project title, the federal grantor agency; the federal award amount; and a very brief description of its purpose. This information is requested to encourage better coordination among federal agencies in addressing state and local needs.

E. Budget and Budget Narrative:

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.

In developing the budget, applicants should bear in mind that all partners should be fairly

⁴

Related projects is defined for these purposes as:

- The same purpose (i.e., the proposed award would supplement, expand, complement, or continue activities funded with other federal grants).
- Another phase or component of the same program/project (for example, to implement a planning effort funded by other federal monies).
- Providing services of some kind (e.g., technical assistance, research, evaluation) to the program/project described in the application.

compensated for their participation in any project-related activities, including but not limited to compensation for time and travel expenses to attend or provide training and/or mentoring. The budget must include compensation for services rendered by all partners, including nonprofit, nongovernmental domestic violence and sexual assault victim advocacy programs (e.g., shelters and advocacy organizations) and nonprofit programs that serve older individuals and/or nonprofit programs that serve individuals with disabilities.

Match is not required for this grant program, but applicants are encouraged to maximize the impact of federal grant dollars by contributing to the costs of their projects. Supplemental contributions may be cash, in-kind services, or a combination of both. Any match contributions can be discussed in the project narrative; however, match contributions should not be reflected in the budget or budget narrative.

All applicants must allocate \$5,000 in travel costs to attend grantee meetings as requested by VAWO. Please provide an estimated breakdown for this amount, including the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc. (see Sample Budget in Appendix E).

Consultant rates in excess of \$450 per day require prior approval by VAWO.

A Budget Detail Worksheet is included in this solicitation. Submit your budget and budget narrative online as one attachment under “Budget Narrative”; however, when preparing these items, please use the Budget Detail Worksheet as a guide, including all required budget categories, as needed. The budget should describe clearly:

- The proposed amount and uses of grant funds over the grant period; and
- How the amounts of the specific budget items were determined.

F. Memorandum of Understanding

As mentioned above, each application must include an MOU created and signed by the chief executive officers and/or directors of at least one nonprofit, nongovernmental domestic violence victim services program or nonprofit, nongovernmental sexual assault victim services program, the chief executive officers and/or directors of at least one nonprofit program that serves older individuals or nonprofit program that serves individuals with disabilities, as well as from any other units of state and local government and individuals and organizations involved in the project. Memoranda of Understanding (MOU’s) must be faxed to 202/354-4147. Please include the title of the VAWO Program to which you are applying -- Training Grants to Stop Abuse and Sexual Assault Against Older Individuals or Individuals with Disabilities-- and your GMS application number on each page of the document. If these documents are available electronically, please submit them online under “*other program attachments.*” *The MOU must:*

- 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;
- 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).

The MOU must be signed by the chief executive of each of the participating agencies. Letters of support may not be submitted in lieu of the MOU. *See Sample Memorandum of Understanding Appendix D.*

An applicant may be exempt from a portion of this requirement if it is a domestic violence and/or sexual assault victim services program or a nonprofit program that serves older individuals or individuals with disabilities and is applying on its own behalf. Such service agencies may submit a Memorandum in Support of Request for Exemption in lieu of an MOU for VAWO's review and approval. *See Sample Memorandum in Support of Request for Exemption at Appendix D.*

G. Letter(s) of Commitment (if applicable)

If applicable, the application must include a statement(s) of commitment from the specific law enforcement agency(ies), prosecutor's office(s) and/or Federal, State, tribal and local courts whose officers and employees would be trained that they would participate in the training. It also should state whether or not the proposed training would enhance current domestic violence and/or sexual assault training. A letter of commitment is not necessary if the agency to receive training is also the applicant.

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

This package includes a list of *Assurances* (see Appendix B) that the applicant must comply with to receive Federal funds under this program. It is the responsibility of the recipient of the federal funds to fully understand and comply with these requirements. Failure to comply may result in the withholding of funds, termination of the award, or other sanctions. Please review these forms carefully. You will be agreeing to these assurances and certifications when you submit your application online through GMS. *NOTE: If the authorizing official is not the individual submitting the application in the GMS system, be sure the correct authorizing official information has been entered.*

All applications must include the Certification Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements forms (see Appendix B). The applicant must agree to comply with the following requirements:

Lobbying: The applicant and its subgrantees, contractors, and subcontractors will not use federal funds for lobbying and will disclose any lobbying activities.

Debarment: The applicant and its principals have not been debarred or suspended from federal benefits and/or no such proceedings have been initiated against them; have not been convicted of, indicted for, or criminally or civilly charged by a government entity for fraud, violation of antitrust statutes, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and have not had a public transaction terminated for cause or default.

Drug-Free Workplace: The applicant will provide or continue to provide a drug-free workplace. Signing this form commits the applicant to compliance with the certification requirements under 28 CFR Part 69, New Restrictions on Lobbying, and 28 CFR 67, Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants). The certification will be treated as a material representation of the fact on which DOJ will rely in making awards.

I. Letter of Nonsupplanting

A letter certifying that no supplanting of nonfederal funds will take place should a grant award be made must accompany the application (see *Administrative Requirements - Supplanting Prohibition*). The nonsupplantation letter cannot be submitted through GMS; it must be faxed to OJP's Assistant Attorney General, Deborah J. Daniels, at 202/354-4185. Please include the title of the VAWO Program to which you are applying -- Training Grants to Stop Abuse and Sexual Assault Against Older Individuals or Individuals with Disabilities -- and also include your GMS application number on each page of the document.

APPENDIX A

Letter of Intent

Letter of Intent

**Office of the Director
Violence Against Women Office
Office of Justice Programs
810 Seventh Street, NW
Washington, DC 20531**

To Whom It May Concern:

I intend to apply for funds under the Training Grants to Stop Abuse and Sexual Assault Against Older Individuals or Individuals with Disabilities program of the Violence Against Women Office.

Organization: _____

Address: _____

Name: _____

Position: _____

Date: _____

Phone: _____

FAX: _____

E-mail: _____

**Please FAX to 202/307- 3911 or
Email to Neufvill@ojp.usdoj.gov.
Please submit by March 5, 2002**

APPENDIX B

Quick Start Guide

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

- ◆ **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 OJP's Grants Management System (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 pick the FY 2002 Training Grants to Stop Abuse and Sexual Assault Against Older Individuals or Individuals with Disabilities Solicitation and begin working on it so that your registration will be sent to the Violence Against Women Office. After registration, you will receive confirmation through email that you are eligible to submit an 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 signing authority, 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* and attach and upload

your budget detail and budget narrative, program narrative, and other program attachments in either word processing or spreadsheet files. After submission, you will receive confirmation through email that VAWO 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, nonsupplantation letter, letter(s) of support and Certification of Compliance) must be faxed to (202) 354-4147. You must include your GMS application number and the Program title, FY 2002 Training Grants to Stop Abuse and Sexual Assault Against Older Individuals or Individuals with Disabilities Program, 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 GMS Hotline at 1-888-549-9901 for assistance.***

All applicants including current grantees, intending to apply for this funding are encouraged to submit the non-binding letter of intent included in Appendix A to the VAWO by *March 5, 2002*. You may fax the letter to VAWO at (202) 307-3911 or you may email a letter to "Neufvill@ojp.usdoj.gov." Please include the program title, FY 2002 Training Grants to Stop Abuse and Sexual Assault Against Older Individuals or Individuals with Disabilities Program in the subject line of all emails. We will use these letters to forecast the number of peer review panels needed to review competitive applications.

Please note that final applications are due *March 28, 2002*, and will be accepted through the Office of Justice Program's online *Grants Management System (GMS)* and *accepted by overnight delivery with a postmark that is no later than March 28, 2002*. *In addition, applicants should register online at least two weeks prior to the application deadline. 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.

Appendix C

**Standard Application Form
(Form SF-424)**

APPLICATION FOR FEDERAL ASSISTANCE

OMB Approval No. 0348-0043

1. TYPE OF SUBMISSION: <i>Application</i> <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction <i>Preapplication</i> <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		2. DATE SUBMITTED	Applicant Identifier
		3. DATE RECEIVED BY STATE	State Application Identifier
		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
5. APPLICANT INFORMATION			
Legal Name:		Organizational Unit:	
Address (give city, county, state and zip code):		Name and telephone number of the person to be contacted on matters involving the application (give area code)	
6. EMPLOYER IDENTIFICATION (EIN) <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		7. TYPE OF APPLICANT: (enter appropriate letter in box) <input type="checkbox"/>	
8. TYPE OF APPLICATION: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es): <input type="checkbox"/> <input type="checkbox"/> A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration Other (specify): _____		A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School Dist. I. State Controlled Institution of Higher Learning J. Private Industry K. Indian Tribe L. Individual M. Profit Organization N. Other (specify): _____	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>		9. NAME OF FEDERAL AGENCY:	
TITLE:		11. DESCRIPTIVE TITLE OF APPLICANTS PROJECT:	
12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.):			
13. PROPOSED PROJECT:		14. CONGRESSIONAL DISRICTS OF:	
Start Date	Ending Date	a. Applicant	b. Project
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$.00	a. YES. THIS PREAPPLICATION/APPLICATIN WAS MADE A VALABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE _____	
b. Applicant	\$.00	b. NO. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372	
c. State	\$.00	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
d. Local	\$.00		
e. Other	\$.00		
f. Program Income	\$.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
g. TOTAL	\$.00	<input type="checkbox"/> Yes If "Yes," attach an explanation. <input type="checkbox"/> No	
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED			
a. Typed Name of Authorized Representative		b. Title	c. Telephone number
d. Signature of Authorized Representative		e. Date Signed	

Instructions for Completion of the Application for Federal Assistance (SF 424)

The Application for Federal Assistance is a standard form used by most federal agencies. This form contains 18 different items which are to be completed before submission. All applications should include a completed and signed SF 424.

Item	Instructions
1	Type of Submission: If this proposal is not for construction or building purposes, check the "Non-Construction" box in the application section.
2	Date Submitted: Indicate the date you sent the application to OJP. The "Application Identifier" is the number assigned by your jurisdiction, if any, to track applications. If your jurisdiction does not assign an identifier number, leave this space blank.
3	Date Received by State: Leave blank. This item is completed by the State single point of contact, if applicable.
4	Date Received by Federal Agency: Leave blank. This item will be completed by OJP.
5	Applicant Information: The "Legal Name" is the unit of government of the parent organization. For example, the primary or parent organization of a law enforcement agency is the name of the city or township. Thus the city or township should be entered into the Legal Name box and the name of the law enforcement agency would be entered into the Organizational Unit box. Designate one person as the contact and include their telephone number. It is not unusual for the name of the contact person to differ from the authorized representative in Item 18 below.
6	Employer Identification Number: Each employer receives an employer identification number from the Internal Revenue Service. Generally, this number can be easily obtained from your agency's accountant or comptroller.
7	Type of Applicant: Enter the appropriate letter in this space. If the applicant is representing a consortium of agencies, specify by checking Block N and entering "consortium".
8	Type of Application: Check either "new" or "continuation". Check "new", if this will be your first award for the purpose described in the application, even if the applicant has received prior awards for other purposes. Check "continuation", if the project will continue activities of a project, including minor modifications, or implement the next phase of a project that was begun under a prior award.
9	Name of Federal Agency: Type in the name of the awarding agency, "[insert agency name]"
10	Catalog of Federal Domestic Assistance Number: This would be contained in the program announcement. The number for this program would be [insert number].
11	Descriptive Title of Applicant's Project: Type in the: (1) title of the program as it appears in the solicitation or announcement; (2) name of the cognizant Federal agency, ex. U.S. Department of Education; and (3) applicant's fiscal year, i.e. twelve month audit period, ex. 10/1/97 - 9/30/98.
12	Areas Affected by Project: Identify the geographic area(s) of the project. Indicate "Statewide" or "National", if applicable.
13	Proposed Project Dates: Fill in the proposed begin and end dates of the project. These dates may be adjusted by the Office of Justice Programs when the award is made.
14	Congressional Districts: Fill in the Congressional Districts in which the project will be located as well as the Congressional District(s) the project will serve. Indicate "Statewide" or "National", if applicable.
15	Estimated Funding: In line "a", enter the Federal funds requested, not to exceed the dollar amount allocated in the program announcement. Indicate any other resources that will be available to the project and the source of those funds on lines "b-f," as appropriate.
16	State Executive Order 12372: Some states require you to submit your application to a State "Single Point of Contact" (SPOC) to coordinate applications for Federal funds within the state. If your State requires a copy of your application, indicate the date submitted. If a copy is not required, indicate the reason. (Refer to the "Administrative Requirements" section of the program announcement, for more information.) The SPOC is not responsible for forwarding your application to the Federal awarding agency.
17	Delinquent Federal Debt: This question applies to the applicant organization. Categories of debt include delinquent audit allowances, loans, and taxes.

18

Authorized Representative: Type in the name of the person legally authorized to enter into agreements on behalf of your agency. The signature on the original application must be signed in blue ink and/or stamped as “original” to help distinguish the original from the photocopies.

Appendix D

Sample Memorandum of Understanding (Or Sample Memorandum in Support of Request for Exemption)

MEMORANDUM OF UNDERSTANDING

(SAMPLE)

The Community Domestic Violence Program (CDVP) and the Community Services for Individuals with Disabilities (CSID) enter into a Memorandum of Understanding (MOU) with the Community Office of the Prosecuting Attorney (COPA).

History of Relationships

A. CDVP

CDVP has been collaborating with COPA and other local agencies in the prevention, intervention and prosecution of domestic violence for many years. Beginning in 1988, the Director of CDVP and the COPA met monthly with representatives from other agencies as part of a Violence Intervention Task Force. In 1991, a smaller subcommittee of the larger task force began to meet separately to lay the ground work for a comprehensive, ongoing, coordinated response to domestic violence. The Community Assault Intervention Program (CAIP) is the product of these efforts. Since 1993, when the program was implemented, CAIP members have met on a regular basis to discuss more effective strategies for domestic violence prevention, intervention, prosecution and sentencing of batterers. The group is comprised of representatives from local law enforcement, prosecution, members from the CDVP, the judiciary, local counselors and therapists, student interns, court staff, and others who are interested and involved in these efforts.

Another example of the collaborative activities between CDVP and COPA is one that is ongoing. CDVP first received a STOP Violence Against Women Formula Grant in 1996 and established an Outreach Worker position to assist victims in the District Court. This position was in place prior to the COPA receiving the VAWA Grants to Encourage Arrest Policies grant, and formation of its Family Intervention Services Team (FIST). After FIST was formed, COPA and CDVP collaborated to meet victim needs. CDVP has dedicated a portion of one of its Outreach Worker's time to working with the COPA in addressing ongoing victim safety issues before and during trial.

B. CSID

CSID has just begun collaborating with COPA and other local agencies in an effort to improve services to individuals with disabilities. In the summer of 2001, a highly publicized crime involving a victim with mental illness occurred. Beginning in the fall of 2001, the Director of CSID and the COPA have held meeting to address how the criminal justice system could better meet the needs of individuals with disabilities. CSID is hoping to form a more collaborative relationship with COPA and other entities within the criminal justice system in the future.

Development of the Application

Discussions regarding the collaborative effort which is proposed in the application and detailed in this Memorandum began in earnest in January 2002. An early meeting between the Director of CDVP, the Director of CSID and the Unit Leader of the COPA Domestic Violence Unit (Unit Leader) was held to exchange basic information about the proposed training program. A

subcommittee, of which the Unit Leader and Directors of CDVP and CSID are members, was formed to discuss specific guidelines for implementation of the training program, including materials and curricula. The Directors thereafter conducted an independent study of similar training programs in other jurisdictions across the country. Recent meetings between the Directors and Unit Leader have led to the agreement reflected in this Memorandum and the submission of the grant application to fund this collaborative effort.

Roles and Responsibilities

Office of the Prosecuting Attorney

- ! The Unit Leader will provide co-leadership with the Directors of the CDVP and of the CSID for all non-administrative duties related to the implementation of the training program.
- ! Pay CDVP \$XX,XXX (or \$XXXXX/month) for providing the following services and/or as compensation for the following expenses:
 - A. Salary paid to the Director for administration of the training program;
 - B. Salary paid to the faculty assigned to implement the training program;
 - C. Mileage reimbursement for necessary travel; and,
 - D. Telephone charges.
- ! Pay CSID \$XX,XXX (or \$XXXXX/month) for providing the following services and/or as compensation for the following expenses:
 - A. Salary paid to the Director for administration of the training program;
 - B. Salary paid to the faculty assigned to implement the training program;
 - C. Mileage reimbursement for necessary travel; and,
 - D. Telephone charges.
- ! The Unit Leader will participate as a member in the Program Review Committee, which will meet periodically to establish specific procedures and guidelines, review eligibility criteria and serve as a resource for the faculty and Directors as questions/problems arise.
- ! Promote training/education of local law enforcement agencies and COPA staff regarding the program.

Community Domestic Violence Program

- a. The Director of CDVP will provide co-leadership with the Unit Leader and CSID Director for all non-administrative duties related to the implementation of the training program.
- b. Furnish a faculty member XX hours weekly to implement the Program. Specific duties:
 - a. Act as a single point of contact for police agencies, COPA and AAA representatives;
 - b. Determine eligibility for program participation based on established criteria;
 - d. Conduct follow up with trainees as recommended by Review Committee;

- and
- e. Submit reports as recommended by Review Committee.
- c. The Director will participate as a member in the Program Review Committee.
- d. Submit documentation for financial accounting as needed.
- e. Provide office space for the faculty as well as office supplies necessary for training program administration.

Community Services for Individuals with Disabilities

- a. The Director of CSID will provide co-leadership with the Unit Leader and CDVP Director for all non-administrative duties related to the implementation of the training program.
- b. Furnish a faculty member XX hours weekly to implement the Program. Specific duties:
 - a. Act as a single point of contact for police agencies, COPA and AAA representatives;
 - b. Determine eligibility for program participation based on established criteria;
 - d. Conduct follow up with trainees as recommended by Review Committee; and
 - e. Submit reports as recommended by Review Committee.
- c. The Director will participate as a member in the Program Review Committee.
- d. Submit documentation for financial accounting as needed.
- e. Provide office space for the faculty as well as office supplies necessary for training program administration.

Time Line

The roles and responsibilities described above are contingent on the COPA receiving the funds requested for this project in the VAWA grant application. The beginning and end dates of this collaborative effort would coincide with the grant period, anticipated to be XXXXX, 2002 through XXXXX, 2004.

Approval

We, the undersigned have read and agree with this MOU. Further, we have reviewed the portion of the proposed project budget pertaining to the collaborative effort described here, and approve it.

By _____

By _____

Prosecuting Attorney

Director, Community Domestic Violence

Program

Date_____

Date_____

By_____

Director, Community Services for Individuals with Disabilities

Date_____

Memorandum in Support of Request for Exemption

(SAMPLE)

[Applicant Letterhead]

Memorandum in Support of Request for Exemption

The (applicant) is a [domestic violence victim, sexual assault victim, older individuals, or individuals with disabilities services program] and is applying for a grant under the Training Grants to Stop Abuse and Sexual Assault Against Older Individuals or Individuals with Disabilities program; and

The applicant has operated in the community for _____ years and provides the following services for _____

_____;

The applicant's accomplishments in the community are: _____

_____;

The applicant collaborates formally and/or informally with the following organizations in the following manner: _____

_____;

Letters of Support from the organizations listed above are attached hereto;

The applicant proposes to provide training in the following manner:

_____;

The applicant is well suited to provide training without the benefit of collaboration with a [domestic violence victim, sexual assault victim, older individuals, or individuals with disabilities services program] because

Applicant's other noteworthy accomplishments and/or special expertise

Based on the foregoing, the applicant respectfully requests exemption from the collaboration requirement of this grant program.

Name, Title

Date:

cc: Agencies and Interested Parties

Please FAX to 202-354-4147. On each page of the faxed document, please include your GMS application number on each page of the document.

**Budget Detail Worksheet
and Sample Budget**

OMB Approval No. 1121-0188
Expires 5-98
(Rev. 12/97)

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.

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>
		TOTAL _____

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.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
		TOTAL _____
Total Personnel & Fringe Benefits _____		

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, to field interviews, to advisory group meeting). 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's or federal travel regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
--------------------------	-----------------	-------------	--------------------	-------------

TOTAL _____

D. Equipment - List nonexpendable 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.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
-------------	--------------------	-------------

TOTAL _____

E. Supplies - List items by type (e.g., office supplies, postage, training materials, copying paper, and other expendable items, such as books and 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.

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
---------------------	--------------------	-------------

TOTAL _____

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.

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
		TOTAL _____

G. Consultants/Contractors - 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>
			Subtotal _____

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

<u>Item</u>	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
			Subtotal _____

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>	
		Subtotal _____
		TOTAL _____

H. Other Costs - List items (e.g., rent, document 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.

Description

Computation

Cost

TOTAL _____

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.

Description

Computation

Cost

TOTAL _____

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 funds requested and the amount of nonfederal funds that will support the project.

<u>Budget Category</u>	<u>Amount</u>
A. Personnel	_____
B. Fringe Benefits	_____
C. Travel	_____
D. Equipment	_____
E. Supplies	_____
F. Construction	_____
G. Consultants/Contracts	_____
H. Other	_____
Total Direct Costs	_____
I. Indirect Costs	_____
TOTAL PROJECT COSTS	_____

Federal Request _____

Nonfederal Amount _____

SAMPLE

OMB Approval No. 1121-0188

Expires 5-98 (Rev. 12/97)

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>
Ellen Smith, Trainer	$(\$40,000/\text{yr} \times 100\% \times 2)$	\$80,000
John Jones, Trainer	$(\$40,000/\text{yr} \times 100\% \times 2)$	\$80,000
Administrative Assistant	$(\$27,000/\text{yr} \times 50\% \times 2)$	<u>\$27,000</u>
	Subtotal	\$187,000
Cost of living increase	$(\$93,500 \times 2\% \times 1 \text{ yr.})$	\$1,870

The trainers will exclusively develop materials and curricula and deliver the training. A half-time administrative assistant will prepare materials and reports and provide other support to the trainers. A 2% cost of living adjustment is scheduled for all personnel for year 2 of the grant.

TOTAL \$188,870

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.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Trainers and Admin. Assistant		
Employer's FICA	\$188,870 x 7.65%	\$14,449
Retirement	\$188,870 x 6%	\$11,332
Health Insurance	\$188,870x 12%	\$22,664
Workman's Compensation	\$188,870 x 1%	\$ 1,889
	TOTAL	<u>\$50,334</u>

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.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Training	Minneapolis	Airfare	(\$750 x 2 people x 2 trips)	\$ 3,000
		Hotel	(\$119/night x 3 nights x 2 people x 2 trips)	\$ 1,428
		Meals	(\$46/day x 4 days x 2 people x 2 trips)	\$ 736

Travel costs have been budgeted to attend grantee meetings, as required by VAWO.

Total **\$ 5,164**

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.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
2 -Pentium III Processor	(\$2,000 x 2)	\$4,000

The computers will be used by the trainers to prepare training materials and develop curricula.

TOTAL **\$4,000**

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.

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
Office Supplies	(\$50/mo x 24 mo)	\$ 1,200
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 trainers.

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.

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
		TOTAL <u>0</u>

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	(\$350/day x 30 days)	\$10,500

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

Subtotal \$10,500

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>
Airfare	San Diego	\$400 x 6 trips	\$2,400
Hotel and Meals		(\$100/day x 30 days)	\$3,000

Jane Doe is expected to make up to 6 trips to provide training and technical assistance to the project.

Subtotal \$5,400

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.

Item

Cost

Not applicable

Subtotal 0

TOTAL \$15,900

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	(550 sq. ft. x \$1/sq. ft./month) (\$550 mo. x 24 mo.)	\$13,200

This rent will pay for office space for the trainers. No space is currently available.

Telephone	(\$100/mo. x 24)	\$2,400
Printing/Reproduction	(\$150/mo. x 24)	\$3,600

TOTAL \$19,200

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 0

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>\$188,870</u>
B. Fringe Benefits	<u>\$ 50,334</u>
C. Travel	<u>\$ 5,164</u>
D. Equipment	<u>\$ 4,000</u>
E. Supplies	<u>\$ 2,680</u>
F. Construction	<u>\$ 0</u>
G. Consultants/Contracts	<u>\$ 15,900</u>
H. Other	<u>\$ 19,200</u>
Total Direct Costs	<u>\$286,148</u>
I. Indirect Costs	<u>\$ 0</u>
TOTAL PROJECT COSTS	<u>\$286,148</u>
Federal Request	<u>\$286,148</u>
Non-Federal Amount	<u>\$ 0</u>

Appendix F

**Assurances
(Form 4000/3)**

ASSURANCES

The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements—28 CFR, Part 66, Common rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976, Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
- ! It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of Investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.
12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
13. It will comply, and all its contractors will comply, with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C,D,E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.
14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

OJP FORM 4000/3 (Rev. 1-93) PREVIOUS EDITIONS ARE OBSOLETE.
ATTACHMENT TO SF-424

Appendix G

**Certifications Regarding Lobbying, Debarment, Suspension
and Other Responsibility Matters; and Drug-Free Workplace
Requirements**



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUGFREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510, -

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local)

transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUGFREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the DrugFree Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 —

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drugfree awareness program to inform employees about —

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drugfree workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted —

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check if the State has elected to complete OJP Form 4061/7.

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620 —

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

<p>1. Type of Federal Action:</p> <p><input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance</p>	<p>2. Status of Federal Action:</p> <p><input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post award</p>	<p>3. Report type:</p> <p><input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change</p> <p>For Material Change Only:</p> <p>year _____ Quarter _____ date of last report _____</p>
<p>4. Name and Address of Reporting Entity:</p> <p><input type="checkbox"/> Prime <input type="checkbox"/> Subawardee</p> <p style="padding-left: 40px;">Tier _____, <i>if known</i></p> <p>Congressional District, <i>if known</i>:</p>		<p>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</p> <p>Congressional District, <i>if known</i>:</p>
<p>6. Federal Department/Agency:</p>	<p>7. Federal Program Name/Description:</p> <p>CDFR Number, <i>if applicable</i>: _____</p>	
<p>8. Federal Action Number, <i>if known</i>:</p>	<p>9. Award Amount, <i>if known</i>:</p> <p style="text-align: center;">\$ _____</p>	
<p>10. a. Name and Address of Lobbying Entity (if individual, last name, first name, MI)</p>	<p>b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI)</p>	
<p>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of the fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>	<p>Signature: _____</p> <p>Print Name: _____</p> <p>Title: _____</p> <p>Telephone No.: _____ Date: _____</p>	
<p>Federal Use Only:</p>		<p>Authorized for Local Reproduction Standard Form - LLL</p>

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identifying the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
- f. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001".
9. For a covered Federal action where there has been an award or loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI)>
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and

reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, PaperworkReduction Project (0348-0046); Washington, D.C. 20503.

Appendix H

Sample Non-Supplanting Letter

SAMPLE

[Applicant Letterhead]

[date]

**Deborah J. Daniels
Assistant Attorney General
Office of Justice Programs
810 7th Street, NW
Washington, DC 20531**

Dear Ms. Daniels:

[Applicant] certifies that any funds awarded through the Training Grants to Stop Abuse and Sexual Assault Against Older Individuals or Individuals with Disabilities 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 training for law enforcement officers, prosecutors and relevant officials of Federal, State, tribal or local courts in recognizing, addressing, investigating, and prosecuting instances of elder abuse, neglect, and exploitation and violence against individuals with disabilities, including domestic violence and sexual assault, against older or disabled individuals. 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]