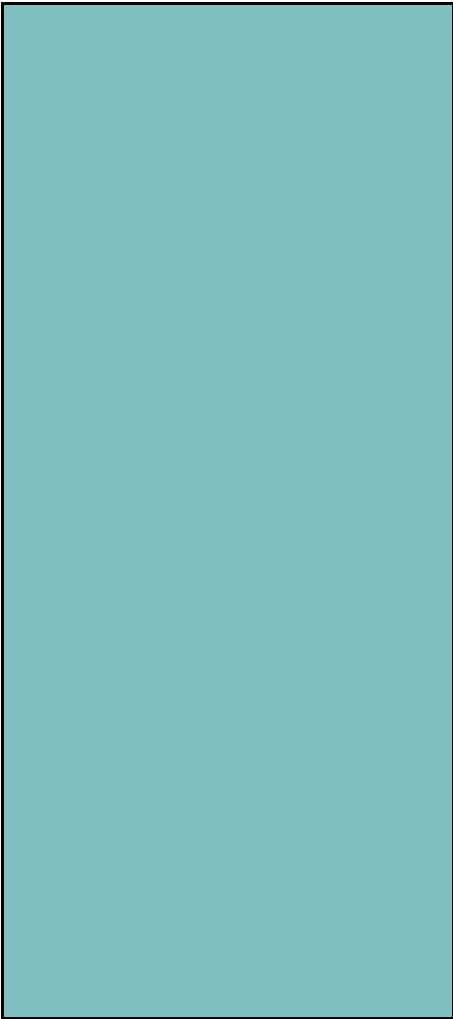


# OJP

Office on Violence Against Women



## **STOP Violence Against Indian Women Discretionary Grant Program**

**Fiscal Year 2003  
Solicitation**

**GMS REGISTRATION DEADLINE:  
January 3, 2003**

**APPLICATION DEADLINE:  
January 16, 2003**

**U.S. Department of Justice  
Office of Justice Programs**  
810 Seventh Street, NW  
Washington, DC 20531

**John Ashcroft**  
*Attorney General*  
U.S. Department of Justice

**Deborah J. Daniels**  
*Assistant Attorney General*  
Office of Justice Programs

**Diane M. Stuart**  
*Director*  
Office on Violence Against Women

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

**Office of Justice Programs  
Office on Violence Against Women  
World Wide Web Homepage:  
[www.ojp.usdoj.gov/vawo](http://www.ojp.usdoj.gov/vawo)**

**[STOP Violence Against Indian Women Grant Program Application](#)  
[World Wide Web Homepage:](#)  
[www.ojp.usdoj.gov/fundopps.htm](http://www.ojp.usdoj.gov/fundopps.htm)**

## About the Office of Justice Programs

The Office of Justice Programs (OJP), U.S. Department of Justice, was created in 1984 to provide federal leadership in developing the nation's capacity to prevent and control crime, administer justice, and assist crime victims. OJP carries out this mission by forming partnerships with other federal, state, and local agencies as well as national and community-based organizations. OJP is dedicated to comprehensive approaches that empower communities to address crime, break the cycle of substance abuse and crime, combat family violence, address youth crime, hold offenders accountable, protect and support crime victims, enhance law enforcement initiatives, respond to domestic terrorism, and support advancements in adjudication. OJP also works to reduce crime in Indian Country, enhance technology's use within criminal and juvenile justice systems, and support state and local efforts through technical assistance and training.

## About the Office on Violence Against Women

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

## Addressing Violence Against Indian Women

Many tribal traditions include strong responses by tribal leaders to crimes such as domestic violence, sexual assault, and stalking.<sup>1</sup> Native

<sup>1</sup> Valencia-Weber, Gloria, and Christine P. Zuni, *Domestic Violence and Tribal Protection of Indigenous Women in the United States*, St. John's Law Review, Winter-Spring 1995, p. 69.

women's advocates have worked within their own communities to ensure that victims of violence continue to be treated with dignity and respect by civil and criminal justice systems. Today, advocates – and their partners in the criminal justice system – seek vigorous enforcement of existing laws and enactment of new, stronger laws to address violence against women.

Research indicates that American Indians and Alaska Natives are at significantly greater risk of violence than other Americans.<sup>2</sup> Studies indicate that American Indian and Alaska Native women report significantly higher rates of intimate partner violence than women of other racial backgrounds.<sup>3</sup> Nationally, stalking victimization is considerably higher among American Indians and Alaska Natives. Seventeen percent (17%) of all Native women will be stalked during their lifetimes.<sup>4</sup>

Unfortunately, Indian victims face considerable barriers when confronting domestic violence, sexual assault, and stalking. American Indian and Alaska Native victims of these crimes living on and off reservations frequently lack telephones, transportation, or emergency services. The response time of law enforcement authorities to victims in remote areas can be several days. Additionally, limited jail space may prevent tribal law enforcement officers from taking perpetrators into custody. Even if prosecuted and convicted, many abusers are sentenced only to probation, with no

<sup>2</sup> Greenfeld, Lawrence, and Steven Smith, *American Indians and Crime*, Washington, D.C., Bureau of Justice Statistics, February 1999, NCJ 173386, p. v.

<sup>3</sup> Tjaden, Patricia, and Nancy Thoennes, *Extent, Nature, and Consequences of Intimate Partner Violence*, Findings from the National Violence Against Women Survey, Washington, DC: National Institute of Justice, July 2000, NCJ 181867, p. 25.

<sup>4</sup> Tjaden, Patricia, and Nancy Thoennes, *Stalking in America: Findings From the National Violence Against Women Survey*, Research In Brief, Washington, DC: National Institute of Justice, April 1998, NCJ 169592, p. 5.

accompanying sanctions to stop their violent behavior. Furthermore, many Indian Nations with law enforcement authority do not have tribal codes defining domestic violence, sexual assault, or stalking as criminal conduct. These issues make it extremely difficult for victims to report the victimization in their lives or access critical services and protection.

The goal of the STOP Violence Against Indian Women Grant Program is to encourage tribal governments to develop and strengthen the tribal justice system's response (including law enforcement, prosecution, victim services and courts) to violence against Indian women and to improve services to victims of domestic violence, sexual assault, and stalking. The Office will award discretionary grants to develop and strengthen tribal justice system strategies to address violence against Indian women and to develop and strengthen victim services in such cases. In reaffirming the United States' unique relationship with Native American tribal governments, Executive and Justice Department Policy requires OJP to work on a government-to-government basis with Indian Tribes.<sup>6</sup>

## Availability of Funds

**Funding for the STOP Violence Against Indian Women Grant Program for FY 2003 is subject to the availability of a Congressional appropriation.** To date, Congress has not yet passed the FY 2003 appropriation bill. However, the Office has made the decision to post an advance solicitation of the STOP Violence Against Indian Women Grant Program to expedite the award process in the event that an FY 2003 appropriation occurs.

## Award Period

The award period is 24 months.

## Award Amounts

New applicants may apply for planning grants and funding up to \$75,000. For continuation applications, requests for funding must be

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<sup>6</sup> President's Memorandum on Relations with Tribal Governments, April 29, 1994, 59 Fed. Reg. 22951 (1995), Consultation and Coordination with Indian Tribal Governments, Exec. Order No. 13175, 65 Fed. Reg. 67,249 (2000), and Department of Justice Policy on Indian Sovereignty and Government-to-Government Relations, 61 Fed. Reg. 29424 (June 10, 1996).

reasonable and commensurate with the number of victims to be served. Due to limited funding, it is unlikely that OJP will make awards in excess of \$350,000. Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs. Continuation budgets should not greatly exceed prior budget amounts. OJP has the discretion to negotiate the scope of work with applicants prior to making an award. Furthermore, current grantees should note that continuation or supplemental funding is not guaranteed. **All applications will be subject to peer review and internal review by Office staff and will be scored according to the criteria set forth in this solicitation. Applications with the highest scores will be eligible to receive funds available for this grant program.**

## Application Due Date

Applications must be received by the close of business (5:30 p.m. EST) on January 16, 2002 through the **Grants Management System (GMS) and facsimile**. Hard copies must be postmarked by January 16, 2002.

## Program Eligibility

To be eligible for an award, applicants must:

- ⓐ be a recognized tribal government or consortium<sup>7</sup>;
- ⓑ propose project activities that fall within the scope of one or more of the statutory program purpose areas (see purposes areas listed on page 4);
- ⓒ collaborate with a non-profit, non-governmental victim services provider; and
- ⓓ certify that they meet VAWA statutory eligibility requirements (see page 3).

Tribal governments are eligible to apply for grants to address violence against Indian women through this Program. The term Indian tribe means a tribe, band, pueblo, nation, or other organized group or community of Indians, including any Alaska Native village or regional or village corporation that is recognized as eligible for the special programs and services provided by the United States to Indians because of their

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<sup>7</sup> Each tribe within a consortium must separately meet the statutory eligibility criteria outlined in this solicitation.

status as Indians.

Tribes participating in the services provided by a consortium are eligible to apply for funding through this Program. Any organized group or community of Indians or a consortium representing several Indian tribal governments that requests funding must submit a tribal resolution from each constituent tribal government that would participate in the activities outlined in the application.

In addition, all applicants must demonstrate that their proposal was developed in consultation with non-profit, non-governmental Indian victim services programs, including sexual assault and domestic violence victim services providers, to the extent that they exist, or with governmental victim services and victims in the community to be served, and that such agencies or individuals will participate in the development and execution of the implementation plan.

### **Certification of Eligibility**

Tribal governments must certify compliance with the statutory eligibility requirements of the VAWA, which require tribal governments or another governmental entity to incur all out-of-pocket costs of forensic medical examinations for sexual assault victims and certify that victims do not bear costs for criminal charges and protection orders.

### **Forensic Medical Examination Payment Requirements for Victims for Sexual Assault**

An Indian tribe is in compliance with the forensic medical examination payment requirement if the tribal government or another governmental entity incurs the full out-of-pocket costs of forensic medical examinations for victims of sexual assault. *Full out-of-pocket costs* means any expense that may be charged to a victim in connection with a forensic medical examination for the purpose of gathering evidence of a sexual assault (e.g., the full cost of the examination, an insurance deductible, or a fee established by the facility conducting the examination). For individuals covered by insurance, *full out-of-pocket costs* means any costs the insurer does not pay. A tribal government or another entity must:

1. provide such examinations to victims free of charge;

2. arrange for victims to obtain such examinations free of charge; or
3. reimburse victims for the cost of examinations if:
  - a. the reimbursement covers the full out-of-pocket costs of such examinations, without any deductible requirement or maximum limit on the amount of reimbursement;
  - b. the governmental entity permits victims to apply for reimbursement for up to one year from the date of the examination;
  - c. the governmental entity provides reimbursement to the victim not later than 90 days after written notification of the victim's expense; and
  - d. the governmental entity provides information at the time of the examination to all victims, including victims with limited or no English proficiency, regarding how to obtain reimbursement.

### **Costs for Criminal Charges and Protection Orders**

Additionally, a tribal government must certify that its laws, policies, and practices do not require, in connection with the prosecution of any misdemeanor or felony domestic violence offense, or in connection with the filing, issuance, registration, or service of a protection order, or a petition for a protection order, to protect a victim of domestic violence, stalking, or sexual assault, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, or service of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the tribal jurisdiction. A tribal government must assure the Attorney General that its laws, policies, and practices Indian tribal governments that are first time applicants have until the end of their next legislative session to fulfill this certification provision. Tribes that have previously received funding and do not meet this certification requirement at the time of application will not be considered for funding.

**The applicant should fax the Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act for Tribal Governments form, Appendix B, with an application number and grant program title written at the top of the page, to 202/354-4147.**

## Types of Applicants

**Current Grantees** include Indian tribal governments or consortia representing tribal governments that received an award(s) through the STOP Violence Against Indian Women Program in past fiscal years. Current grantees are eligible for supplemental or continuation funding to support on-going activities or to enhance those activities for an extended period of time. **Continuation or supplemental funding is not guaranteed. All applications will be subject to peer review and internal review by Office staff. Those applications receiving the highest scores will be eligible for funding.**

**New Applicants** include Indian tribal governments or consortia representing tribal governments that are not currently receiving funds through this program. New applicants are eligible for a planning grant award of up to \$75,000.

## Collaboration

Reducing violence against Native women and enhancing victim safety necessitates the coordination of the policies and protocols of all tribal justice system components and community service providers. Therefore, the Program requires a coordinated partnership between the components of the justice systems responsible for handling domestic violence, sexual assault, and stalking cases, including federal, state, and local systems, Native victims in the community to be served, and the nonprofit, non-governmental victim services programs who assist victims of domestic violence, sexual assault, and stalking. **If a nonprofit, non-governmental victim services program does not exist in the community, tribal governments must consult and coordinate with the tribal government's victim services program and support the development of a Native women's advocacy committee.** A coordinated community response can be achieved when all partners enter into a formal, respectful collaboration. All parties need to

acknowledge that each agency or organization has a special function, a particular authority, and valuable services that are brought to a **joint** effort. Successful collaboration requires comprehensive planning and well-defined channels of communication at all levels. The collaborative partners should recognize the potential imbalance of power that may arise, and all partners should jointly secure the resources *and* share the results and rewards.

## Program Scope

Tribal governments may use grant funds for the following statutory purposes:

- ① training tribal law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against Indian women, including the crimes of sexual assault, domestic violence, and dating violence;
- ① developing, training, or expanding units of tribal law enforcement officers, judges, other court personnel and prosecutors specifically targeting violent crimes against women, including the crimes of sexual assault and domestic violence;
- ① developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against Indian women, including sexual assault and domestic violence;
- ① developing, installing, or expanding data collection and communication systems, including computerized systems, linking tribal police, prosecutors, and courts or for the purpose of identifying and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including sexual assault and domestic violence;
- ① developing, enlarging, or strengthening victim services programs, including sexual assault, domestic violence, and dating violence programs; developing or improving delivery of victim services to

underserved populations; providing specialized domestic violence court advocates; and increasing reporting and reducing attrition rates for cases involving violent crimes against Indian women, including crimes of sexual assault and domestic violence;

- ⌚ developing, enlarging, or strengthening programs addressing stalking;
- ⌚ developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of sexual assault and domestic violence;
- ⌚ training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault;
- ⌚ supporting formal and informal multidisciplinary, cross jurisdictional efforts, to coordinate the response of law enforcement agencies, prosecutors, courts, victim services agencies, and other agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence;
- ⌚ developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of domestic violence or sexual assault, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals; and
- ⌚ providing assistance to victims of domestic violence and sexual assault in immigration matters.

## **Mandatory Grant Allocation Formula**

To ensure the development of a coordinated

approach, VAWA 2000 requires that at least 25 percent of the federal funds (this does not include match) awarded be allocated respectively to law enforcement and prosecution, at least 30 percent to nonprofit, non-governmental victim services programs, and at least 5 percent to tribal courts.

<b>Project Component</b>	<b>Minimum Percentage</b>
Tribal law enforcement	25%
Tribal Prosecution	25%
Victim Services	30%
Tribal Courts	5%
Discretionary	15%

### **Allocation to Victim Services**

Victim services programs supported with grant funds must:

- ⌚ have, as one of their primary purposes, to provide services to victims of domestic violence, sexual assault, dating violence or stalking; and
- ⌚ address a demonstrated need in their communities by providing services that promote the integrity and self sufficiency of victims, improve the access of victims to resources, and create options for victims seeking safety from perpetrator violence.

### **Activities That May Compromise Victim Safety**

Ensuring victim safety is the guiding principle of this program. Experience has shown that certain practices compromise victim safety rather than enhance it. Some responses by the legal system may minimize or trivialize the offender's criminal behavior. Accordingly, consistent with the goals of assuring victim safety and holding perpetrators accountable, applicants are discouraged from proposing any of the activities listed below:

- ⌚ Offering perpetrators the option of entering pre-trial diversion programs.
- ⌚ Mediation or counseling for couples as a systemic response to domestic violence.
- ⌚ Batterer intervention programs that do not use the coercive power of the

criminal justice system to hold batterers accountable for their behavior.

- ⌚ Procedures that would force victims of domestic violence, sexual assault or stalking to testify against their abusers or impose other sanctions on them.
- ⌚ Procedures that exclude victims of domestic violence, sexual assault or stalking and their children from receiving safe shelter, advocacy services and other assistance based on their age, immigration status, race, religion, sexual orientation, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children.

## Review Process

All applications will be reviewed by expert peer panels. Each proposal will be evaluated and rated according to a point scale for each of the required components of the applicant's proposal. For new applicants, the maximum score possible is 100. For continuation applications, the maximum score possible is 110.

Applications will be ranked according to the percentile score they receive out of the total points possible. For current grantees applying for continuation funding, the status of current grant-funded activities also will be taken into consideration as part of the review process.

## Selection Criteria

The peer panel will evaluate all applications for consistency with the statutory purpose areas and the likelihood that the proposed activities, if implemented, would enhance victim safety, offender accountability, and tribal coordination to address violence against women.

## Application Content

Both current grantees and new applicants must complete each of the following sections as part of their proposals:

### Application for Federal Assistance (SF-424)

The SF-424 will be filled out online through GMS. The Catalog of Federal Domestic Assistance number for this Program is 16.587. The Federal cognizant audit agency and fiscal year of the applicant organization should be

listed in block 11 of the form.

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

### Abstract (not to exceed 1 Page): 5 Points

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

Abstracts will be evaluated by the peer review panel on the basis of their conciseness and accuracy in summarizing the Project Narrative.

### Status of Current Project (not to exceed 2 Pages): 10 Points

This section, to be submitted by continuation grantees only, should describe what has been accomplished by the current project, including:

- 1) a list of the goals and objectives for the original project, describing the status of each;
- 2) the status of completion of any project products; and
- 3) unanticipated obstacles to project implementation.

In addition to the criteria above, projects will be evaluated by the Office as to the applicant's compliance in the following areas:

- ⌚ attended, and actively participated in, OJP-sponsored workshops and other technical assistance events required as a Special Condition of the current grant award;
- ⌚ complied with all other Special Conditions of the current grant award;
- ⌚ completed project goals and objectives according to the approved time line;



- ⌚ adhered to programmatic, financial, and audit reporting requirements;
- ⌚ made timely progress in development or completion of the project products; and
- ⌚ received financial clearances on all current grants from OJP.

### **Project Narrative: 50 Points**

As part of the peer review process, the project narrative of each application will be evaluated for consistency with the goals and objectives of the STOP Violence Against Indian Women Program. The program narrative must be double-spaced using 12 point type on 8½ x 11 inch paper.

For each section listed below, please note the corresponding maximum point value that may be assigned during the review process.

#### **Information about the Tribe (not to exceed 1 Page): 5 Points**

Applicants should briefly describe relevant historical information relating to the tribe(s); the land base within the jurisdiction of the tribe(s); the potential number of victims to be served; the demographic characteristics of the population to be served; and the specific problems the tribal government faces with respect to domestic violence, sexual assault, and stalking, including current arrest rates, if available.

This section will be evaluated on the basis of the application's comprehensiveness in detailing specific problems the Tribe encounters regarding violence against women and the potential number of victims to be served.

#### **Implementation Plan (not to exceed 6 Pages): 35 Points**

The implementation plan should identify:

- ⌚ the number of Indian victims and their children who could potentially receive services (please distinguish between tribal members and non-tribal members);
- ⌚ why the project is necessary and how the proposed activities would enhance the tribe's efforts to address domestic violence, sexual assault, and stalking;

- ⌚ a detailed action plan that outlines the project goals, activities, and a time line and identification of lead agencies;
- ⌚ the individuals and agencies collaborating on the project;
- ⌚ the staffing needs, including job descriptions identifying the responsibilities of each proposed staff position, and specifying the qualifications required of key staff managing the project, ***particularly training and experience in addressing domestic violence, sexual assault, and/or stalking***; and
- ⌚ whether the application is submitted on behalf of a tribal consortium, and if so, the roles and responsibilities of each member tribe, including which tribe will be fiscally and programmatically responsible for the grant. Resolutions demonstrating support for the project(s) from the member tribes must be submitted with the application.

The Implementation Plan will be evaluated according to the following criteria:

- ⌚ the extent to which the proposed project activities are consistent with one or more the statutory program purpose areas (see page 4);
- ⌚ the extent to which proposed activities address the need described;
- ⌚ the extent to which project activities are clearly described and reflect sound strategies to increase victim safety, offender accountability, and tribal coordination;
- ⌚ the extent to which the application identifies the roles of each organization and key staff in carrying out the proposed project; and
- ⌚ the extent to which the proposal does not include activities that compromise victim safety.

#### **Sustainability Plan (not to exceed 1 Page): 10 Points**

**Continuation or supplemental funding is not guaranteed and applicants are, therefore,**

**encouraged to seek additional means of support to sustain their current projects.**

Applicants are required to include a plan describing their commitment and capacity to continue the project if STOP Violence Against Indian Women grants are no longer available.

The plan will be evaluated on whether it proposes feasible strategies to preserve project activities long-term. **Continuation or supplemental funding is not guaranteed.**

**Memorandum of Understanding: 25 Points**

All applications must include a Memorandum of Understanding (MOU) created and signed by the chief executive officers of all project partners (tribal and non-tribal), including criminal justice agencies and victim services programs (or victims in the tribal community) that will collaborate to plan, develop, and implement the project.

The MOU should be signed and dated in 2002 or 2003 and outline the history of the collaborative relationship among the partners, including how the relationship began and when each partner entered into the relationship. It should describe the roles and responsibilities of each participating agency in the development and implementation of the proposal, and identify specific agency representatives as team members who jointly plan, develop, and implement project activities. Furthermore, the MOU should be signed by all parties listed and describe the resources each would contribute to the project.

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

If nonprofit, nongovernmental victim services programs do not exist, tribal governments must consult and coordinate with the tribal government's victim services program, support the development of a Native women's advocacy committee, and submit a letter describing these efforts.

The MOU (and letter, if appropriate) should be faxed with an application number and grant program title to 202/354-4147.

The MOU will be evaluated on the basis of whether participating agencies provide signatures, commit genuine resources and time to the project, and outline a comprehensive

working relationship to deter violent crimes against Indian women.

**Budget Detail: 20 Points**

The 24-month budget must be complete, reasonable, and cost-effective in relation to the proposed project activities. New applicants should apply for a planning grant for no more than \$75,000 and continuation applicants should not apply for more than \$350,000. The budget should provide the basis for the computation of all project-related costs. It should cover the costs of all components of the project. **In addition to a budget, the applicant should include the breakdown of funds for each of the following categories: law enforcement, prosecution, courts, and victim services.** You will submit your budget and budget narrative online. Please refer to the sample budget attached (Appendix A) for an example. For a copy of the budget detail worksheet, please see the OJP Office of the Comptroller website: <http://www.ojp.usdoj.gov/forms.htm>

The budget should describe clearly:

- Ⓢ the proposed amount and uses of grant funds over the 24-month grant period;
- Ⓢ the proposed amount, sources, and uses of funding expenditures over the grant period;
- Ⓢ an explanation of how the applicant's required match will be made; and
- Ⓢ an explanation of how the amounts of the specific budget items were determined.

In addition to the Budget Detail Worksheet, the application must include a completed allocation chart which reflects the 25% allocations to law enforcement and prosecution; 30% to nonprofit, nongovernmental victim services; 5% to tribal courts; and 15% to discretionary funding categories<sup>8</sup>. This breakdown must show the exact amount of the federal funds allocated to each required category. **If nonprofit, nongovernmental victim services do not exist within the jurisdiction of the tribal government, the exact amount of the programmatic funds that will be allocated to**

<sup>8</sup> The 15% discretionary funds must be allocated for activities covered by the statutory program purpose areas listed on page 4-5 of this solicitation.

**governmental victim services must be provided.**

The budget will be evaluated on the basis of the following criteria:

- ⌚ Costs are appropriate within the statutory program purpose areas.
- ⌚ Expenditures are clearly documented according to OJP requirements (see attached sample budget, Appendix A)
- ⌚ Proposed costs are reasonable and appropriate to complete project activities.

**Unallowable Costs**

Grant funds made available under this program may not be used to:

- ⌚ pay for forensic medical examinations for victims of sexual assault;
- ⌚ reimburse victims for out-of-pocket costs of forensic medical examinations;
- ⌚ replace funds that the tribal government already is obligated or funded to pay;
- ⌚ support juvenile justice and delinquency prevention programs;
- ⌚ support community educational programs on violence, including programs for schools, or
- ⌚ support chemical dependency or alcohol abuse programs that are not an integral part of batterer intervention programs.

**Match Requirements**

A grant made under this Program may not cover more than 75% of the total costs of the project(s) funded. **The application must identify the source of the 25% non-Federal portion of the budget and how the match funds will be used.** Tribal governments may satisfy this match requirement with either cash or in-kind services. For example, if a tribe is requesting \$75,000 in Federal funds, the budget must reflect an additional \$25,000 in matching contributions, for a total budget of \$100,000.

The purpose of matching funds is to augment the amount of resources available to the project from grant funds. The costs of activities counted

as match must be directly related to the project goals and objectives and should be included as part of any evaluation or assessment. If half of a prosecutor's time is supported with grant funds, that prosecutor must track ALL of his or her time to demonstrate that 50% of it was devoted to the grant-funded project. In-kind match must be documented in the same manner as grant-funded activities.

**Source of Match**

The source of the 25% non-Federal portion of the budget is governed by Statutory requirements and OJP's *Financial Guide*. The following restrictions on match apply to this Program:

- ⌚ Match cannot be derived from other Federal funds, unless those funds are appropriated by the Congress for the activities of any agency of an Indian tribal government or of the activities of the Bureau of Indian Affairs performing law enforcement functions on any Indian lands (§ 42 USC 3796gg-1(g)).
- ⌚ Under the statute, the grantee of program funds is required to meet this match requirement. However, at its discretion, a grantee may require some or all of its subgrantees to meet the match requirement in whole or in part.

**In-Kind Match**

In-kind match may include donations of expendable equipment; office supplies; workshop or classroom materials; work space; or the monetary value of time contributed by professional and technical personnel and other skilled and unskilled labor, if the services provided are an integral and necessary part of a funded project. The value placed on loaned or donated equipment may not exceed its fair rental value. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the organization or the labor market. Fringe benefits may be included in the valuation. Volunteer services must be documented and, to the extent feasible, supported by the same methods used by the recipient organization for its own employees. The value of donated space may not exceed the fair rental value of comparable space, as established by an independent appraisal of comparable space and facilities in a privately owned building in the same locality. The basis for determining the value of personal services, materials, equipment, and space must

be documented.

Following are some specific examples of possible sources of match for this program:

- ⌚ If the tribe provides office space for the project, the cost of utilities, insurance, security, janitorial services and the like may be used as in-kind match to the extent they are not being paid out of grant funds or included in the indirect costs pool. If the office space is donated by an outside source, the rental value of the space may also be used as match.
- ⌚ If the tribe provides a vehicle to the project, for example for transport of clients to shelter, the cost of the vehicle maintenance and upkeep may be used as match to the extent that they are not paid from grant funds or included in the indirect cost pool.
- ⌚ The salaries of any employees of the tribe that are working on grant-related activities but are not paid with grant funds may be used as match. For example, the portion of time that tribal law enforcement officers and prosecutors spend on domestic violence, sexual assault or stalking cases may be used as match to the extent that they are not paid by grant funds.
- ⌚ If the project has an advisory council and the members are not compensated for their time, the time spent by the council members may be used as match. Any other volunteers on the project, such as volunteers answering a hotline or accompanying victims to court, also may be used as match.
- ⌚ Other donated tangible goods may be used as match. For example, a program may receive donations of used clothing, the reasonable value of which may be used. A funded shelter may also solicit donations from both individuals and from companies such as supermarkets of food and items such as shampoo and toothpaste for use by victims.

## Additional Program Requirements

### Letter of Nonsupplanting

A letter to OJP's Assistant Attorney General, Deborah J. Daniels, certifying that supplanting of

nonfederal funds will not take place should a grant award be made, must be faxed to (202) 354-4119. Be sure to reference your application number.

### Reporting Requirements

Grantees will be required to submit quarterly Financial Status Reports and semi-annual Progress Reports. In addition, grant recipients who expend \$300,000 or more of federal funds during their fiscal year are required to submit a single organization-wide audit. Additional information on these reporting requirements will be provided to successful applicants in the award package.

### Indirect Cost Agreements

An indirect cost rate and cost allocation plan must be on file with or submitted to and approved by the cognizant Federal agency, and a copy must be submitted with the application. The cognizant Federal agency is generally determined based on the preponderance of Federal dollars received by the grantee. For most Indian tribes, the cognizant Federal agency is the Department of the Interior. Tribes may charge their Federally approved indirect cost rates to this grant. Submit a copy of the most current Indirect Cost Agreement. The Indirect Cost Agreement should be submitted online as an "Other Attachment" or faxed to (202) 354-4147 with an application number and grant.

### OJP Financial Guide

All grantees are required to comply with the regulations and requirements outlined in the *OJP Financial Guide*. The *Financial Guide* includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. Copies are available from the Department of Justice Response Center (1-800-421-6770) and on the OJP Home Page:

<http://www.ojp.usdoj.gov/OC/FinGuide/guide.htm>

### Technical Assistance

The Office will offer grantees a range of technical assistance and training opportunities to help them implement successful projects. Accordingly, applicants must allocate \$10,000 for the purpose of attending training events sponsored by the Office. Alaska Native governments must set aside \$15,000 for the purpose of participating in these events. The mandatory travel costs must be broken down

into air travel, lodging, and per diem. New applicants should include at least \$1,000 for one person to travel to OJP Financial Management training.

### Performance Measures

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

As a result of VAWA 2000, all grant recipients are now statutorily required to report on the effectiveness of their projects, and the Attorney General must now report to Congress on the effectiveness of each grant program. Therefore, grantees funded under the STOP Program must collect and maintain data that measures the success of the state's current efforts to strengthen effective law enforcement and prosecution strategies and victim services in cases involving violent crimes against women. Specifically, OJP is seeking data that includes baseline information to illustrate the effectiveness before and after implementation of any grant-supported activities. By statute, information that grantees must collect includes:

- ① a statistical summary of persons served, detailing the nature of victimization, and providing data on age, sex, relationship of victim to offender, geographic distribution, race, ethnicity, language, and disability, and the membership of persons served in any underserved population.
- ② the number of victims receiving requested services and the number seeking services who could not be served.

Other data of particular interest to OJP includes, but is not limited to:

- ③ the number of working agreements in place with partner agencies, and the

number of partner agencies;

- ④ the number of calls made to the police regarding violence against women; and
- ⑤ the number and percentage of arrests relative to the number of police responses to domestic violence incidents.

### Violence Against Women Online Resources

Any materials, including curricula, manuals, model policies, or promising practices, developed with funding from the STOP Violence Against Indian Women Program must be made available to the public online through The Office's website. The materials must be submitted to The Office formatted for placement on the site.

### How to Apply

Applicants must submit a fully executed application to the Office through the **Grants Management System (GMS)**, as well as all required supporting documentation. The following documents must be submitted GMS:

- ⑥ the SF-424;
- ⑥ the project narrative; and
- ⑥ the budget and budget narrative.

Supporting documentation can be submitted either via fax to 202/354-4247 or through GMS, and should include:

- ⑥ the MOU;
- ⑥ the Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act for Tribal Governments form (Appendix B);
- ⑥ the current indirect cost agreement;
- ⑥ the letter of nonsupplanting; and
- ⑥ for consortiums, resolutions from their member tribes.

Detailed instructions on how to use the GMS system to submit your application online are available at the Office of Justice Program's website: [www.usdoj.gov/fundopps](http://www.usdoj.gov/fundopps). Also, a toll-free telephone number has been established for you to receive technical assistance as you work through the online application process:

For help, call **1-888-549-9901**.

Additionally, to help expedite the peer review process, **6 complete copies** of the application

must be mailed via overnight delivery to:

**Office on Violence Against Women  
U.S. Department of Justice  
Office of Justice Programs  
810 Seventh Street, N.W.  
Washington, D.C. 20001**

### **Application Due Date**

Applications must be received by the close of business (5:30 p.m. EST) on January 16, 2002 through the **Grants Management System (GMS) and facsimile**. Hard copies must be postmarked by January 16, 2002.

We recommend that you register through GMS no later than January 3, 2002 as you must receive confirmation that you are eligible to submit an application prior to submitting one.

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

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# **Appendix A**

## **Sample Budget**

**Budget Detail Worksheet**

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

**Please Note:**

**The following budget is an example intended to assist you with preparing your application budget; this sample assumes a one-year budget period.  
 All applicants should prepare a budget for a 24-month 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.

Name/Position	Computation	Cost
Kristen Lee, Program Coordinator	(\$45,000 x 100%)	\$ 45,000
Linda Smith, Domestic Violence Investigator	(\$23,500 x 25%)	\$ 5,875

Kristen Lee will be the coordinator of the Tribe's STOP VAIW project organizing regular team meetings between all partner agencies, ensuring compliance with the program requirements, and serving as the central point of contact on project activities. She will devote 25% of her time to Law Enforcement efforts, 45% of her time to Direct Victims Services efforts, 25% of her time to Prosecution efforts, and 5% of her time in tribal court.

Linda Smith will devote 25% of her time as the Domestic Violence Investigator for this project following up on cases to collect evidence for possible prosecution. Her time will be split evenly between efforts to strengthen the response from Prosecution and Law Enforcement.

TOTAL      \$ 50,875

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

Name/Position	Computation	Cost
Kristen Lee, Program Coordinator		
Employer's FICA	(\$45,000 x 7.65%)	\$ 3,443
Retirement	(\$45,000 x 4.85%)	\$ 2,183
Health Insurance	(\$45,000 x 5%)	\$ 2,250
Workman's Compensation	(\$45,000 x 1%)	\$ 450
Unemployment Compensation	(\$45,000 x .5%)	\$ 225



Linda Smith, Domestic Violence Investigator

(\$5,875 x 19 %)                      \$ 1,117

Fringe Benefits are based on established organization's rates and includes FICA (7.65 %), Retirement (4.85 %), Health Insurance (5 %), Workman's Compensation (1 %), and Unemployment Compensation (.5%).

TOTAL                      \$ 9,668

Total Personnel & Fringe Benefits                      \$ 60,543

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

Purpose of Travel	Location	Item	Computation	Cost
VAWO mandated technical assistance	TBA	Airfare Lodging Per diem	\$525 (average) x 5 people x 1 trip = \$2,625 \$75 per night x 4 nights x 5 people = \$1,500 \$35 per day x 5 days x 5 people = \$875	
Local Mileage	local		200 miles/month @ \$.325/mile 200 x 12 months x .325	\$780

The \$5,000 in VAWO mandated training has been budgeted in accordance with program guidelines. The sites of the training sessions is unknown at this time. Travel estimates are based upon applicant's formal written travel policy.

TOTAL                      \$5,780

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

Item	Computation	Cost
(2) Video Cameras	\$518 each x 2	\$ 1,036

The video cameras will be used during the interviews of alleged offenders, as well as with witness testimony. The cost of one camera has been allocated to Law Enforcement and the other to the Discretionary portion of the project.

TOTAL \$1,036

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

Supply Items	Computation	Cost
Office Supplies (paper, typewriter ribbon, pens, etc.)	\$100/month x 12 months	\$ 1,200
Postage	\$20/month x 12 months	\$ 240
Battered Women's Kits	\$25/kit x 50 kits	\$ 1,250

Office supplies and postage are needed for general operation of the program. The Battered Women's Kits will be provided to victims who seek assistance from the program. The estimated cost is based on previous kit prices from other STOP VAIW programs. We estimate at least 50 kits will be needed. These costs have been allocated to the Victim Services portion of the budget.

TOTAL \$2,690

**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.

Purpose	Description of Work	Cost
	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.

Name of Consultant	Service Provided	Computation	Cost
Joanne Cox	Sexual Assault & Domestic Violence Training	\$450/day x 4 days	\$1,800

Consultant will be training Tribal leaders, law enforcement, prosecution, Tribal court judges and court personnel, women's advocates, and medical and social services personnel for the Tribe. The main focus of the training will be to increase the understanding of and re-develop the Tribe's comprehensive response to violence against Indian women. The consultant rates will not exceed \$450 per day.

Subtotal \$1,800

**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.)

Item	Location	Computation	Cost
Joanne Cox	Rapid City, SD		
	Mileage	785 miles x \$.325/mile	\$255
	Lodging	\$75 night x 2 nights	\$150
	Per diem	\$35 day x 3 days	\$105
		Subtotal	<u>\$ 510</u>

**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
	Subtotal
	<u>\$ 0</u>
	TOTAL
	<u>\$ 2,310</u>

**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.

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

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

Description	Computation	Cost
38.2% of Total Direct Costs	(\$ 72,359 x 38.2%)	\$27,641

The indirect cost rate was approved by the Department of Interior, the applicant's cognizant Federal agency on January 1, 2000. (A copy of the fully executed, negotiated agreement is attached.)

TOTAL \$27,641

**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.

<b>Budget Category</b>	<b>Amount</b>
A. Personnel	<u>\$ 50,875</u>
B. Fringe Benefits	<u>9,668</u>
C. Travel	<u>5,780</u>
D. Equipment	<u>1,036</u>
E. Supplies	<u>2,690</u>
F. Construction	<u>0</u>
G. Consultants/Contracts	<u>2,310</u>
H. Other	<u>0</u>
Total Direct Costs	<u>72,359</u>
I. Indirect Costs	<u>27,641</u>
<b>TOTAL PROJECT COSTS</b>	<b><u>\$ 100,000</u></b>

**Federal Request** \$ 75,000

**Non-Federal (Match) Amount** \$ 25,000

Budget Category	Allocation Amount					Total
	Victim Services 30%	Law Enforcement 25%	Prosecution 25%	Tribal Courts 5%	Discretionary	
A. Personnel	\$20,250	\$14,187	\$14,188	\$2,250	\$0	\$50,875
B. Fringe Benefits	\$3,848	\$2,696	\$2,696	\$428	\$0	\$9,668
C. Travel	\$1,000	\$1,000	\$1,000	\$1,000	\$1,780	\$5,780
D. Equipment	\$0	\$518	\$0	\$0	\$518	\$1,036
E. Supplies	\$2,050	\$0	\$0	\$400	\$240	\$2,690
F. Construction	\$0	\$0	\$0	\$0	\$0	\$0
G. Consultants	\$770	\$770	\$770	\$0	\$0	\$2,310
H. Other	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL DIRECT COSTS</b>	\$27,918	\$19,171	\$18,654	\$4,078	\$2,538	\$72,359
I. Indirect Costs	\$10,665	\$7,323	\$7,126	\$1,558	\$969	\$27,641
<b>TOTAL PROJECT COSTS</b>	\$38,583	\$26,494	\$25,780	\$5,636	\$3,507	\$100,000

**Appendix B**  
**Certification of Compliance**

## **Certification of Compliance with the Statutory Eligibility Requirements for Tribal Governments of the Violence Against Women Act as Amended**

Applicants should refer to the regulations cited below for further detail regarding the certifications to which they are required to attest. Applicants also should review the instructions for certification included in the program regulations before completing this form. Signature on this form certifies that the applicant is qualified to receive the funds and provides for compliance with relevant requirements under 28 CFR Part 90 and 42 U.S.C. 3796gg to 3796gg-5. The certifications shall be treated as a material representation of fact upon which the Department of Justice will rely when it determines to award the covered transaction, grant, or cooperative agreement.

An Indian tribal government shall be qualified for funds provided under the Violence Against Women Act upon certification that:

(1) the funds will be used only for the statutory purposes described in 42 U.S.C. § 3796gg (b);

### **(1) Forensic Medical Examination Payment Requirement for Victims of Sexual Assault**

(a) An Indian tribal government shall not be entitled to funds unless the Indian tribal government or another governmental entity incurs the full out-of-pocket costs of forensic medical examinations for victims of sexual assault.

(b) An Indian tribal government or other governmental entity shall be deemed to incur the full out-of-pocket cost of forensic medical examinations for victims of sexual assault if the Indian tribal government or other government entity:

(1) provides such exams to victims free of charge to the victims;

(2) arranges for victims to obtain such exams free of charge to the victims; or

(2) grantees and subgrantees will develop plans for implementation and will consult and coordinate with nonprofit, nongovernmental victim services programs, including sexual assault and domestic violence victim services programs;

(3) the amount granted will be allocated, without duplication, as follows: at least 25 percent to police, at least 25 percent to prosecutors, at least 30 percent to nonprofit, nongovernmental victim services, and at least 5 percent to tribal courts; and

(4) any federal funds received under this subchapter will be used to supplement, not supplant, nonfederal funds that would otherwise be available for activities funded under this chapter.

In addition, as required by 42 U.S.C. 3796gg-4 and 3796gg-5, and implemented at 28 CFR Part 90:

(3) reimburses victims for the cost of such examinations if:

(i) the reimbursement covers the full cost of such examinations, without any deductible requirement or limit on the amount of reimbursement;

(ii) the reimbursing governmental entity permits victims to apply for reimbursement for not less than one year from the date of the exam;

(iii) the reimbursing governmental entity provides reimbursement not later than ninety (90) days after written notification of the victim's expense; and

(iv) the Indian tribal government or reimbursing governmental entity provides information at the time of the examination to all victims, including victims with limited or no English proficiency, regarding how to obtain reimbursement. 42 U.S.C. 3796gg-4.

**(2) Filing Costs For Criminal Charges and Protection Orders**

(a) An Indian tribal government will not be entitled to funds unless it:

(i) certifies that its laws, policies, and practices do not require, in connection with the prosecution of any misdemeanor or felony domestic violence offense, or in connection with the filing, issuance, registration, or service of a protection order, or a petition for a protection order, to protect a victim of domestic violence, stalking, or sexual assault, that the victim bear the costs associated

with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, or service of a warrant, protection order, petition for protection order, or witness subpoena, whether issued inside or outside the state, tribal, or local jurisdiction; or

(ii) gives the Attorney General assurances that its laws, policies, and practices will be in compliance with the requirements of (i) within the later of (a) the date on which the next session of the tribal legislature ends; or (b) October 28, 2002. 42 U.S.C. 3796gg-5.

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

Typed Name of Authorized Representative Title

Telephone Number

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Signature of Authorized Representative

Date Signed

---

Agency Name

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**Appendix C**  
**Quick-Start Guide to Using the OJP Online**  
**Grants Management System**

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

Please note: Final applications will only be accepted through our on-line application system, including attachments submitted via facsimile. All application materials are due by 9:30 p.m. (EDT) on January 16, 2003.

- Step 1. Using your established Internet account,\* go to the World Wide Web page: <http://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 select the STOP Violence Against Indian Women Grant Program and begin working on it so that your registration will be sent to The Office. It may take up to one week for you to receive confirmation that you are eligible to apply.

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 program narrative, and other program attachments in either word processing or spreadsheet files. (Note: You must attach and upload documents in all three of these sections in order to submit your application. If you do not have any "Other Program Attachments", you may attach a blank document.) After submission, you will receive confirmation through email that OJP has received your application and you will be given an application number for future reference.

*\*If your organization does not have an Internet account, you must establish one in order to apply online for OJP funding. To do this, call the GMS Hotline at 1-888-549-9901 for assistance.*

Applications must be submitted to OJP electronically through GMS no later than 9:30p.m. (E.S.T.) January 16, 2003 and hard copies must also be postmarked no later than January 16, 2003.