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www.ojp.usdoj.gov/vawo

FY 2002 Violence Against Women Office Technical Assistance Program

Application Kit and Program Guidelines

World Wide Web Homepage:

www.ojp.usdoj.gov/fundopps.htm

March 2002

Dear Colleague:

The Violence Against Women Office (VAWO) is pleased to announce the availability of funding to provide technical assistance to VAWO grantees under the FY 2002 Technical Assistance Program. The Technical Assistance Program serves to provide VAWO's grantees and other constituents with the resources and expert assistance they need to successfully address domestic violence, sexual assault, dating violence, and stalking.

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: Amit Sen
c/o The Office of Justice Programs
U.S. Department of Justice
810 7th Street, NW
Washington, DC 20001
(202) 307-6026

The submission of hard copies will assist VAWO with the peer review process and reduce the 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. Applications must be submitted to OJP electronically through GMS no later than April 23, 2002 and hard copies must also be postmarked no later than April 23, 2002, 9:30 EST. Also, applicants are required to register on the online system by April 4, 2002. VAWO will begin accepting applications immediately.

To learn how to begin your online application process, please see the *Guide to Using GMS* in Appendix D of 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 Technical Assistance Program, you may contact Amit Sen at (202) 305-2592. Thank you for considering to share your expertise and experience with the jurisdictions working nationwide to end violence against women. We look forward to receiving your application.

Diane M. Stuart
Director
Violence Against Women Office

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I. INTRODUCTION

The Violence Against Women Office (VAWO) was created to implement the Violence Against Women Act (VAWA) and to provide national leadership against domestic violence, sexual assault, and stalking crimes. 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 lives and enable communities to hold offenders accountable for their criminal behavior.

VAWO's Technical Assistance Program (TA Program) provides VAWO's grantees and other constituents with the training, expertise, and problem-solving assistance they need to meet the challenges of addressing domestic violence, sexual assault, dating violence, and stalking. VAWO's technical assistance providers (TA Providers) offer grantees educational initiatives, conferences, peer-to-peer consultations, and targeted assistance that allow them to learn from experts and one another about how to overcome obstacles and incorporate promising practices in their efforts to address violence against women.

The Violence Against Women Act of 2000 (VAWA 2000), enacted on October 28, 2000, established new programs, strengthened federal laws, and reauthorized critical grant programs created by the VAWA and subsequent legislation. In addition, VAWA 2000 addressed the obstacles encountered by crime victims who are immigrants, persons with disabilities, individuals in dating relationships, and victims in later life.

VAWO would like to invite applicants to the TA Program to help grantees meet the additional challenge of addressing the provisions of VAWA 2000. In addition, VAWO would like applicants to the TA Program to assist OJP with collecting information regarding grant funded efforts to combat domestic violence, sexual assault, stalking, and dating violence; and complying with the statutory reporting requirements established by VAWA and VAWA 2000.

II. PROGRAM PURPOSES

A. Training and Technical Assistance for VAWA Grantees

The primary purpose of VAWO's TA Program is to offer states, tribes, local jurisdictions, and other entities that receive VAWA grant funds the expertise and support they need to develop and implement projects that increase victim safety and bolster offender accountability. Grantees in the following program are the primary audience for VAWO's technical assistance:

- STOP Violence Against Women Formula Grants
- STOP Violence Against Indian Women Discretionary Grants
- Tribal Domestic Violence and Sexual Assault Coalitions Grants
- Rural Domestic Violence and Child Victimization Enforcement Grants

- Grants to Encourage Arrest Policies and Enforcement of Protection Orders
- Legal Assistance for Victims Grants
- Grants to Reduce Violent Crimes Against Women on Campus
- Safe Havens, Supervised Visitation and Exchange Grants

Applicants who intend to provide technical assistance to VAWA grantees should see Section IV, A.

B. Technical Assistance on Priority Areas

The TA Program focuses on building the capacity of national criminal justice and victim advocacy organizations to effectively address violent crimes against women by examining issues of priority to VAWO and its constituents, including:

1. Intra- and interstate and tribal enforcement of protection orders;
2. Community-driven initiatives to address violence against women among diverse and underserved populations;
3. Effective practices for domestic violence fatality reviews;
4. Police department initiatives to address the problem of police officers who are perpetrators of domestic violence;
5. Development and implementation of coordinated initiatives addressing stalking;
6. Effective interventions, services, and coordinated community responses to violence against women in immigrant communities;
7. Specific attention to the needs of women in later life in the development of coordinated community responses to domestic violence, sexual assault, and stalking;

¹ Although both women and men may be victims of domestic violence, sexual assault, and stalking, women are the victims of the vast majority of these crimes. According to the Bureau of Justice Statistics, more than 85% of violent victimizations by intimate partners between 1993 and 1998 were perpetrated against women. Women are between 13 and 14 times more likely than men to be raped or sexually assaulted; for instance, in 1994, 93% of sexual assaults were perpetrated against women. Four of five stalking victims are women. Data on male victimization do not document comparable victimizations and injury levels, do not account for women who act in self-defense, and do not measure financial control, intimidation, and isolation used by perpetrators of domestic violence against women. For these reasons, this application kit may refer to victims as women. However, applicants who receive grants under this program must serve all victims regardless of gender.

8. Effective, appropriate community-wide interventions addressing violence against women with disabilities;
9. The development and implementation of initiatives that respond to dating violence;
10. Tribal Code Development and Implementation;
11. Effective interventions, services and coordinated community responses to violence against American Indian women in urban communities; and
12. Interventions and services for victims of sexual assault and/or domestic violence who are also victims of trafficking.
13. Assistance to VAWA Grantees with Using Technology to Enhance Victim Safety and Offender Accountability

Applicants that wish to provide technical assistance on one or more priority issues should see Section IV, B.

C. Professional Development Technical Assistance

In addition to addressing the needs and challenges of grantees, VAWO's Technical Assistance Program supports the development of initiatives that provide professional development opportunities to criminal justice professionals, the judiciary, or victim advocates, such as:

- Capacity-building for state coalitions, tribal coalitions and victim advocacy groups;
- Education for prosecutors;
- Education for law enforcement; and
- Judicial education.

Applicants interested in providing these groups assistance with professional development should see Section IV, C.

D. Support to Technical Assistance Providers

VAWO seeks to maximize the effectiveness of technical assistance by offering its trainers and subject matter experts logistical assistance with the detailed work of planning national training events and disseminating information to grantees. This allows TA providers to focus on offering VAWO grantees the substantive expertise they need to meet the challenges of combating violent crime against women. In addition, VAWO seeks to provide fora in which technical assistance providers can meet as peers to share promising practices in serving grantees; share issue specific expertise; and jointly review emerging issues in the fields of domestic violence, sexual assault, dating violence, and stalking.

Applicants who intend to offer support to TA Providers should see Section IV, D.

III. PROGRAM REQUIREMENTS

Overview

Funds for the TA Program are derived from VAWO's STOP formula and discretionary grant programs to ensure that grantees have access to the support and expertise needed to implement successful initiatives. Priority will be given to proposals that target recipients of one or more VAWO grant programs. Priority consideration also will be given to applications that address the statutory issues emphasized by VAWA, such as the full faith and credit provision.

VAWO will fund an array of technical assistance projects to support the activities of its grantees and to forge strong partnerships among organizations that have not traditionally worked together to address domestic violence, sexual assault, dating violence, or stalking. (See Sections V through VII for the administrative requirements with which applicants must comply.) In making its technical assistance awards, VAWO enters into cooperative agreements with successful applicants. The use of cooperative agreements indicates the high level of involvement and interaction with the Violence Against Women Office which applicants should anticipate.

VAWO will enter into 18-to-24 month-long cooperative agreements with public and private nonprofit, nongovernmental organizations (e.g., victim advocacy organizations, criminal justice and law enforcement groups, and other agencies with subject matter expertise) who will employ a variety of means to provide technical assistance. Funds for technical assistance are limited and VAWO will carefully consider whether application budgets for more than 18 months are necessary for the proposed technical assistance goals to be accomplished. Technical assistance initiatives supported by VAWO must:

- **Outline a national or regional scope of work.** Applicants limiting technical assistance to a specific region(s) of the country must detail why a regional approach is preferable to the development of a national initiative;
- **Be developed as collaborative efforts** among nonprofit, nongovernmental victim advocacy organizations and police or judicial, prosecutorial, or other criminal justice organizations. Partnerships should be based on meaningful, formal, and respectful collaborations that recognize the distinct role of each professional. Each applicant must submit a memorandum of understanding (MOU) to VAWO signed by authorizing officials of all partner organizations; (See Section VI for more detail on MOUs).
- **Reach a range of grantees**, bringing victim advocates and criminal justice professionals together in ways that challenge them to consider different perspectives and new solutions to the complex problems they confront;
- **Reflect an understanding** of the positive, systemic, social, and cultural changes that are needed to stop violence against women;

- **Incorporate the experiences of survivors and victim advocates;**
- **Include strategies for creating and implementing culturally appropriate responses** that ensure victim safety and offender accountability; and
- **Outline specific steps** to help grantees provide accessible, appropriate protection and assistance to victims from marginalized communities.

Technical Assistance Strategies

VAWO encourages applicants to design educational initiatives that are interactive and experiential and that seek to change values and attitudes that have traditionally prevented victim advocates and criminal justice professionals from responding effectively to sexual assault, domestic violence, and stalking. Applicants proposing education programs should discuss in detail the adult education methods they will use to promote new insight, knowledge, skills, and abilities in the individuals with whom they propose to work.

VAWO encourages technical assistance strategies that include, but are not limited to, the following:

- Development and dissemination of state-of-the art resource materials;
- Partnership- and team-building opportunities for victim advocates and criminal justice professionals;
- Computer-facilitated training;
- Conference-calls, institutes, and conferences to share the development and implementation of promising practices and model policies and protocols;
- Small, topic-specific workshops and other interactive educational fora;
- Invitational meetings to debate and discuss complex issues;
- Peer-to-peer consultations and mentoring programs;
- Onsite consultations to share promising practices; and
- Community-based and community-driven fora to identify violence prevention and intervention strategies.

Strategies that TA Providers should utilize to help grantees better reach victims from marginalized communities (e.g., women of color, immigrant women, women with disabilities, women in same-sex relationships, or older women) include:

- Reviewing their training language and methods to ensure that they are accessible and relevant to grantees from diverse communities;
- Exploring non-linear training methods to accommodate diverse learning styles and capture the complexity of issues encountered by grantees;
- Reviewing the composition of trainers and consultants utilized to ensure TA Providers take full advantage of subject matter experts from diverse populations;
- Facilitating leadership within marginalized communities by creating opportunities for individuals from these communities to develop skills as trainers and technical assistance providers; and
- Sharing power with subject matter experts and community members from underserved populations in the development and implementation of technical assistance initiatives.

Comprehensive and Targeted Technical Assistance

Applicants are required to indicate whether they intend to serve as comprehensive or targeted TA Providers.

Comprehensive TA Providers must offer technical assistance to **all** of the grant recipients in a particular grant program, and address all of the statutory purpose areas for the program to which they provide technical assistance. Comprehensive TA Providers must also help grantees access other sources of specialized technical assistance available through VAWO's TA Program. Applicants that wish to serve as comprehensive TA Providers must demonstrate the capacity to reach the full number and variety of grantees in the program for which they are applying to provide technical assistance, and to address the full spectrum of purpose areas in the program. Providing comprehensive technical assistance includes, but is not limited to:

- Convening national and regional training events;
- Conducting regular conference calls;
- Performing on-site consultations to grantees;
- Developing training materials and regular publications for grantees;
- Responding to trouble-shooting requests from the national audience of grantees within a particular grant program;

- Providing technical assistance on the full range of statutory and programmatic issues grantees face;
- Assisting grantees through e-mail, telephone, and on-site consultation;
- Facilitating peer-to-peer mentoring between seasoned projects and newer initiatives; and
- Facilitating grantee access to additional, specialized sources of technical assistance available through VAWO's TA Program.

Applicants that wish to serve as a comprehensive TA Provider for a particular grant program should refer to section IV, A of the application kit only.

Targeted TA Providers address specific issues that grantees encounter and specific subsets of grantees. For example, a targeted TA provider might train police officers that receive funding through the Rural Domestic Violence and Child Victimization Enforcement Grant Program. Alternately, a targeted TA Provider might offer substantive expertise on stalking to recipients of STOP Violence Against Women Formula Grants, Grants to Encourage Arrest and Enforcement of Protection Orders, and STOP Violence Against Indian Women Grants.

Targeted technical assistance applications must specify one or more following objectives:

- Offering substantive expertise regarding a particular statutory purpose area(s) in one or more of the grant programs described in section IV, A; or
- Offering substantive expertise on one or more of the priority issues defined in section IV, B; or
- Addressing the technical assistance needs of a particular group of professionals, such as state coalitions, law enforcement officers, prosecutors, victim advocates, and the judiciary, as described in section IV, C.

In addition, organizations may apply to provide support to TA Providers, as defined in section IV, D. Applicants proposing this assistance should limit their focus to the needs outlined in section IV, D alone.

IV. SCOPE OF WORK

A. TECHNICAL ASSISTANCE TO VAWA GRANTEEES

The following section provides a brief introduction to the grant programs authorized by VAWA and an outline of technical assistance needs associated with each. **For a complete description of VAWA grant programs and their statutory purposes, refer to the application kit for each grant program, available online at: www.usdoj.gov/vawo/.**

STOP Violence Against Women Formula Grants

The STOP (Services, Training, Officers, and Prosecutors) Violence Against Women Formula Grants are awarded to states to develop and strengthen the criminal justice system's response to violence against women and to support and enhance services for victims. Each state and territory must allocate 25 percent of the grant funds to law enforcement, 25 percent to prosecution, 5 percent to courts, and 30 percent to victim services. The remaining 15 percent is discretionary within the parameters of the STOP statutory purpose areas.

As of October 2000, the STOP program had funded through the states and territories almost 9,000 subgrants to support 3,444 separate projects with appropriations from FY 1995-2000. Grantees and subgrantees are encouraged to address violence against women through law enforcement, court-based, and prosecution strategies and to develop and enhance services for victims.

In FY 2002, VAWO will fund a comprehensive technical assistance project to meet the needs of STOP grantees and subgrantees as identified by state STOP administrators and leaders of state domestic violence and sexual assault coalitions. Technical assistance applicants targeting the STOP Program for FY 2002 are encouraged to use a variety of methods to reach grantees, including meetings, conferences, one-on-one assistance, and information sharing. Applicants

should incorporate attention to assisting states with implementing the following statutory program purpose areas:

- Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence;
- Developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including the crimes of sexual assault and domestic violence;
- 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 women, including the crimes of sexual assault and domestic violence;
- Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecution, and the 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 the crimes of sexual assault and domestic violence;
- Developing, enlarging, or strengthening victim services programs, including sexual assault, domestic violence, and dating violence programs; developing or improving the delivery of victim services to underserved populations; providing specialized domestic violence court

advocates in courts where a significant number of protection orders are granted; and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence;

- Developing, enlarging, or strengthening programs addressing stalking;
- Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes dealing with violent crimes against women, including the crimes of sexual assault and domestic violence;
- Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by state funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating 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;
- 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.

STOP Violence Against Indian Women Discretionary Grants

STOP Violence Against Indian Women (STOP VAIW) Discretionary Grants are awarded to Indian governments to develop comprehensive, coordinated tribal justice system responses to domestic violence, sexual assault, and stalking. The Department of Justice operates on a government-to-government basis with Indian tribes, and the technical assistance provider should be cognizant of this relationship.

In FY 2002, VAWO will fund a comprehensive technical assistance project to meet the needs of STOP VAIW grantees. A technical assistance initiative targeting the STOP VAIW Program for

FY 2002 should incorporate attention to assisting tribal governments with implementing the following four additional statutory purpose areas established by VAWA 2000 and applying them to the development of their projects:

- Supporting tribal coordinated community responses to domestic violence, sexual assault, and stalking;
- Training sexual assault forensic medical personnel examiners;
- Developing, enlarging, and strengthening programs to assist law enforcement officers, prosecutors, courts, and others in addressing and recognizing the needs and circumstances of older and disabled individuals who are victims of domestic violence and sexual assault; and
- Providing assistance to victims of domestic violence and sexual assault in immigration matters.

Tribal Domestic Violence and Sexual Assault Coalitions Grant Program

The Tribal Domestic Violence and Sexual Assault Coalitions Grant Program (Tribal Coalitions Program) requires that funds be available for the development and operation of nonprofit tribal domestic violence and sexual assault coalitions in Indian country.² A portion of the funds provided under this Tribal Coalitions Program has been set aside to provide technical assistance to grantees.

In 1978, the National Coalition Against Domestic Violence was created, in part, through the leadership of American Indian and Alaska Native women survivors, advocates, and their allies. The first meeting of the National Coalition Against Domestic Violence was hosted in 1979 by an American Indian nonprofit, nongovernmental organization on an Indian reservation. One year later, in 1980, the first battered women's shelter designed for Indian women opened its doors on a reservation. Prior to the shelter's establishment, Indian women opened up their homes and used their own resources to provide services to victims of domestic violence and sexual assault.

Despite these efforts by American Indian and Alaska Native women to end domestic violence and sexual assault, there are few nonprofit, nongovernmental domestic violence and sexual assault coalitions dedicated to the unique issues that confront Native victims in Indian country. Recent statistics indicate that there is a need for further resources and organizations devoted to the issue of violent crimes against Indian women. The Bureau of Justice Statistics reports that between 1993 and 1998, American Indians sustained violent victimization at a higher per capita rate than any other group³. Studies also indicate that American Indian and Alaska Native women suffer a

² Projects do not need to be located in Indian country, but must include coordination or other activities in Indian country or must benefit victims of domestic violence and sexual assault in Indian country.

³ Rennison, Callie, *Violent Victimization and Race*, Washington DC: Bureau of Justice Statistics, March 2001, NCJ 176354, p. 1.

disproportionate level of intimate partner violence and sexual assault⁴. Responding to this need, Congress appropriated resources for the development of nonprofit, nongovernmental tribal domestic violence and sexual assault coalitions in Indian country beginning in FY 2001.

Eligible tribal coalition applicants are either established nonprofit, nongovernmental coalitions, or individuals and/or organizations that will obtain nonprofit status within eight months from the beginning of the project period, that have as their primary mission the following: ending violence against Indian women; ensuring the safety of Indian victims of domestic violence and sexual assault; and promoting the accountability of offenders. Applicants should document the leadership and expertise of American Indian and Alaska Native women who have been battered and sexually assaulted, or persons who have experience working with Indian victims of domestic violence and/or sexual assault, in the development and operation of nonprofit tribal domestic violence and sexual assault coalitions.

Tribal coalitions are not required to organize across themselves geographically. Eligible applicants may include: local tribal coalitions; statewide tribal coalitions; regional tribal coalitions; and national tribal coalitions. Moreover, eligible coalitions may choose to focus on domestic violence or sexual assault, or may develop an approach that addresses both crimes in Indian country.

In FY 2002, VAWO will fund a comprehensive technical assistance project to support the development and operation of nonprofit, nongovernmental tribal domestic violence and sexual assault coalitions in Indian country. Technical assistance applicants must document the following:

- A proven capacity and an established track record to administer such an initiative;
- A working relationship with experts on violence against Indian women;
- Access to individuals and organizations with expertise on establishing new organizations; and
- The capacity to provide technical assistance through quarterly training sessions to ensure the timely development of the tribal coalitions.

The topics that will need to be addressed through technical assistance and training include, but are not limited to: incorporating and obtaining nonprofit status; establishing an office and hiring staff; membership recruitment; leadership skills building; measuring program effectiveness; skills building for trainers; coordination of services and building partnerships; developing and conducting public awareness campaigns; sexual assault advocacy; community organizing; and establishing sustainability.

⁴ 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. 32.

A comprehensive technical assistance initiative should address all of the following:

- Establishing and maintaining an office and hiring staff (reasonable costs in connection with the establishment of an organization are allowable).
- Providing technical assistance to coalition members, programs, organizations, and service providers;
- Expanding the capacity of coalitions;
- Developing or enhancing appropriate standards of services for service providers;
- Conducting statewide, regional and/or tribally-based meetings or workshops for tribal victim advocates, survivors, community members, legal services staff, health care professionals, and criminal justice representatives;
- Bringing local tribal programs together to identify gaps in services and to coordinate activities;
- Coordinating and presenting public awareness or community education programs (including education for youth) to increase understanding of domestic violence and sexual assault in Indian country;
- Engaging in systems advocacy to effect policy and/or procedural change in order to improve institutional responses to domestic violence and sexual assault, except as prohibited by 28 CFR Part 69, which restricts the use of federal funds for the purposes of lobbying; and
- Providing limited direct services and advocacy to Indian victims of domestic violence and sexual assault including crisis hotlines, assistance with shelter and transitional housing, court accompaniment, referrals, support groups, and civil legal services. *(The primary purpose of these funds is not to provide direct services, although such services may be one part of a comprehensive project.)*

Rural Domestic Violence and Child Victimization Enforcement Grants

The Rural Domestic Violence and Child Victimization Enforcement Grants are designed to enhance services available to rural victims and children by encouraging community involvement in developing a coordinated response to domestic violence, dating violence, and child abuse. A state is considered rural if it has a population of 52 or fewer persons per square mile or the largest county has less than 150,000 people. In rural states, eligible applicants are state and local governments and public and private entities. Non-rural states may apply on behalf of rural jurisdictions in their states. Eligible applicants also include tribal governments in rural and non-rural states. At least five percent of the funding for this program must be available for grants to Indian tribal governments.

A major concern for programs in rural areas is the isolation felt not only by victims but also by service providers and criminal justice professionals. Just as it is critical for victims to feel safe, it is important that rural advocates and criminal justice professionals have ongoing support and resources.

In FY 2002, VAWO will support a comprehensive technical assistance project dedicated to serving grantees of the Rural Domestic Violence and Child Victimization Enforcement Grants Program (Rural Program) from approximately 140 jurisdictions. The Rural Program also will continue to support a limited number of targeted technical assistance providers. Applicants should describe in detail how the technical assistance they propose to provide would help grantees overcome obstacles to creating coordinated programs for victims of domestic violence, dating violence and child maltreatment that involve non-profit victim advocacy agencies, health care, social service, and criminal justice systems and others. Additionally, all applicants intending to provide technical assistance to Rural Program grantees should utilize innovative approaches to improve the ability of rural jurisdictions, often faced with limited infrastructure and geographic isolation, to participate fully in the proposed technical assistance. Such strategies include, but are not limited to, the use of listservs, audio-conferences, and video-conferences.

Technical assistance should be innovative and make use of all the resources available to grantees and the TA Provider. Technical assistance should assist rural grantees with the following:

- Developing and implementing policies, protocols, and services to identify and intervene early in domestic violence, dating violence and child victimization cases;
- Developing and implementing prevention efforts addressing domestic violence, dating violence, and child victimization;
- Increasing the safety of victims and enhancing their access to both crisis services and assistance with long term needs;
- Enhancing the investigation and prosecution of domestic violence, dating violence and child abuse cases;
- Developing and implementing creative and comprehensive strategies for enhancing community understanding of domestic violence, dating violence, and child victimization by drawing on the unique characteristics and resources of rural jurisdictions;
- Developing community awareness, education, and prevention campaigns and strategies; and
- Developing culturally appropriate, accessible services that address the needs of rural immigrants who are victims of domestic violence, dating violence, and child abuse and facilitate access to the legal remedies established by VAWA.

Areas of technical assistance identified by rural grantees and experts in the field include the following:

- Establishing supervised visitation centers or strengthening existing ones;
- Addressing the intersection between domestic violence and child maltreatment;
- Organizing communities in rural areas to address domestic violence, dating violence, and child maltreatment;
- Developing strategies for judges, court and probation personnel, law enforcement officers, and prosecutors that address the needs of rural communities;
- Providing alternative shelter services in rural areas. Establishing options for getting victims of domestic violence, dating violence and child maltreatment to safety in the absence of a formal domestic violence shelter;
- Addressing safety and liability issues for criminal justice professionals and victim advocates working in remote or rural areas;
- Addressing the appropriate use of technology to minimize the effects of geographic isolation;
- Providing specialized training for rural advocates and others;
- Implementing community-driven initiatives for diverse, often underserved victims of domestic violence, dating violence, and child victimization; and
- Addressing effective collaboration between criminal justice agencies and victim advocacy programs.

Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program

Grants to Encourage Arrest Policies and Enforcement of Protection Orders support jurisdictions that are implementing mandatory or pro-arrest policies as an effective intervention that is part of a coordinated community response to domestic violence. The Arrest Program reinforces that domestic violence is a crime for which offenders must be held accountable through investigation, arrest, prosecution, and close judicial scrutiny. To increase victim safety, the criminal justice system must partner with community-based victim service organizations to establish a coordinated web of victim services, criminal justice interventions, and victim advocacy. Grant funds may be used to implement mandatory or pro-arrest programs and policies; develop policies and training in criminal justice agencies to improve the tracking of domestic violence and dating violence cases; and to create centralized domestic violence units in police departments, prosecutor's offices, or other criminal justice agencies.

For FY 2002, increased attention is placed on facilitating the widespread enforcement of protection orders, including those issued by other states, territories, jurisdictions, and Indian tribes. VAWA 2000 requires that grantees augment their certifications of programmatic compliance by attesting that their laws, policies and practices do not require victims to pay filing or service costs related to criminal or civil domestic violence cases. Also, the statute sets aside 5% of the total funds appropriated for the Arrest Program per fiscal year for Indian tribal governments. A portion of this set-aside will be dedicated to developing and continuing technical assistance efforts focusing on the needs of tribal grantees under the Arrest Program.

In FY 2002, VAWO will fund a comprehensive technical assistance project to support the more than 190 recipients of the Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program (Arrest Program). The technical assistance initiative will provide comprehensive aid to Arrest Program grantees as they work toward collaboration and a coordinated community response to domestic violence. A priority of this technical assistance effort will be to bring teams of victim advocates, law enforcement officers, prosecutors, judges, probation officers, and other criminal justice professionals together to seek and adopt effective strategies for collaboration, including advocacy-based and community-driven solutions. Additionally, applicants should outline comprehensive assistance for grantees that addresses the expanded goals and objectives of the Arrest Program, as established by VAWA 2000.

A comprehensive technical assistance initiative should address the following:

- Building a coordinated community response to domestic violence;
- Developing and maintaining formal, respectful collaborations among nonprofit, nongovernmental victim advocate groups and criminal justice entities;
- Developing standardized policies in the criminal justice system and the community for responding effectively to domestic violence;
- Enforcement of intra- and interstate and tribal orders of protection;
- Understanding victim advocacy and the role of public and private victim and legal advocates;
- Community-driven initiatives on the needs of underserved victims of domestic violence, including older individuals, persons with disabilities, and immigrants;
- Methods and strategies for creating systemic, cultural, and individual change;
- Effective law enforcement and prosecution strategies;
- Methods for enhancing victim safety, safety planning, and lethality assessment;
- Community-driven support for victims of domestic violence, sexual assault and stalking;

- Community-driven sanctions for perpetrators of domestic violence;
- Judicial oversight, sentencing, and sanctions for batterers;
- Effective probation and parole strategies and supervision of batterers;
- Monitoring and evaluating project progress and success;
- Program accountability initiatives such as safety and accountability audits and court watches;⁵
- Developing and implementing court-based, coordinated community responses to domestic violence that emphasize protection order enforcement;
- Assisting battered immigrants with using the legal remedies established by VAWA to enhance their safety;
- Assisting victims of domestic violence, sexual assault and stalking in rural Indian jurisdictions;
- Developing technology to facilitate information sharing, protection order enforcement and enhance investigation and prosecution;
- Maintaining a current database of grantee contacts; and
- Developing and maintaining Web-based information for Arrest Program grantees to include training announcements, promising practice summaries, and other information of interest to grantees.

In addition, VAWO may fund targeted technical assistance project(s) to support emerging needs and training and technical assistance efforts including:

- Workshops and meetings to orient new grantees, develop and enhance protocols and promising practices materials, and provide specialized training;
- Technology initiatives to improve case tracking, investigations and protection order enforcement. Technical assistance may include an assessment of current technology projects, identification of promising practice models, conducting training, and providing onsite assessment and consultation on technology projects; and
- Evaluation assistance to develop measures of effectiveness, refine data collection methods and tools, and provide training on the evaluation of coordinated community responses to

⁵ See Pence, E. and Lizdas, K. The Duluth Safety and Accountability Audit: A Guide to Assessing Institutional Responses to Domestic Violence, 1998.

domestic violence.

Legal Assistance for Victims Grant Program

The Legal Assistance for Victims (LAV) Grants Program is intended to increase the availability of legal assistance necessary to provide effective aid to victims of domestic violence, stalking, and sexual assault who seek relief in legal matters that arise as a consequence of that abuse or violence. All direct legal services organizations applying for funding through this program are required to collaborate formally with domestic violence and/or sexual assault victim advocacy groups from the community served to develop and implement a legal assistance program for victims. Five percent of the funding for this program is set aside for grants to programs that assist victims of domestic violence, sexual assault, and stalking on lands within the jurisdiction of an Indian tribe.

Eligible applicants include private non-profit organizations, Indian tribal governments, and publicly funded organizations not acting in a governmental capacity, such as law schools.

In FY 2002, VAWO will support a targeted technical assistance project to meet the needs of recipients of Legal Assistance for Victims grants. Applicants should provide detailed information on how the proposed technical assistance project would assist grantees with developing legal assistance programs designed specifically to increase the safety and economic autonomy of victims by addressing the array of legal issues connected to domestic violence, sexual assault and stalking.

Applicants interested in providing technical assistance must outline how they propose to:

- Train attorneys supported through the Legal Assistance for Victims grants on civil litigation skills;
- Establish or strengthen projects focused on providing a broad range of civil legal assistance to victims of sexual assault;
- Establish or strengthen programs that provide civil legal assistance to victims of domestic violence, stalking, and sexual assault on lands within the jurisdiction of an Indian tribe;
- Establish or strengthen projects that meet the full range of civil legal assistance needs of immigrant victims of domestic violence, sexual assault, and stalking; and
- Help grantees develop accessible, appropriate civil legal assistance for victims in underserved communities, e.g. victims from ethnic, religious, or racial minorities; victims confronting language barriers and/or heightened vulnerability due to immigration status; older victims; victims abused by same-sex partners; and victims contending with disabilities.

Applicants that intend to provide technical assistance to LAV grantees should demonstrate extensive knowledge and experience with the following issues:

- The civil legal assistance and victim advocacy needs of sexual assault victims;
- The full range on legal remedies and assistance available to immigrant victims, including but not limited to those available through VAWA and VAWA 2000;
- The diverse cultural, legal, and linguistic issues immigrant victims encounter;
- The complex jurisdictional issues faced by victims in Indian country;
- Establishing culturally competent services for victims of domestic violence, sexual assault, and stalking within the jurisdiction of an Indian tribe; and
- The diversity across various tribes with respect to legal, cultural, and jurisdictional issues.

Grants to Reduce Violent Crimes Against Women on Campus Program

The Grants to Reduce Violent Crimes Against Women on Campus Program (Campus Program) is designed to strengthen the higher education community's response to sexual assault, stalking, domestic violence, and dating violence crimes on campuses, and to enhance collaboration between campuses and local criminal justice and victim advocacy organizations. Eligible applicants are institutions of higher education.

In FY 2002, VAWO will fund a targeted technical assistance project to support the ability of college and university grantees to address violent crimes against women. The technical assistance should reflect an understanding of the unique environment in which college and university women live and work and should demonstrate how it will help schools address the social norms that underlie violence against women. In addition, technical assistance applicants addressing the Campus Program must demonstrate the following capabilities: substantive expertise on violence against women including sexual assault, stalking, dating violence and domestic violence; training capacity; and familiarity with the challenges encountered by recipients of Campus Program grants. Applicants should address how they intend to build the capacity of grantees to achieve one or more of the following:

- Establish and expand campus-based victim services and collaborate with community-based agencies to serve the needs of student victims;
- Develop and implement policies, protocols, and strategies to promote the early identification, intervention, and prevention of violence against women on campus;
- Strengthen comprehensive, campus-based advocacy programs offering services to victims, including shelter and follow-up services;

- Educate providers about victim safety, confidentiality, and privacy issues;
- Develop education programs and prevention strategies targeting the entire campus community, including faculty, staff and students
- Establish mandatory prevention and education programs about violence against women for all incoming students, working collaboratively with campus- and community-based victim advocacy organizations;
- Develop programs for nontraditional students and other underserved populations on campus;
- Establish training programs for campus disciplinary boards to improve their responses to violence against women;
- Establish mandatory training for campus police to respond effectively to sexual assault, domestic violence, and stalking and to hold perpetrators accountable for their acts;
- Establish stalking prevention programs, including cyber-stalking prevention;
- Increase collaboration among campus-based groups and local criminal justice or civil legal agencies, and community-based victim advocacy programs;
- Strengthen sexual assault programs, including strategies to address drug-facilitated sexual assault and to establish campus-based sexual assault nurse examiner (SANE) programs;
- Develop, install, or expand data collection and communication systems, including computerized systems linking campus security to local law enforcement to facilitate the identification and tracking of arrests, protection orders, violations of protection orders, prosecutions, and convictions;
- Provide capital improvements (including lighting and communications facilities but not construction of buildings) on campuses as one portion of a comprehensive program to prevent violence against women on campuses;
- Evaluate campus programs addressing violence against women;
- Establish and support statewide consortia of institutions of higher education working together to address violence against women on campuses; and
- Assist victims in immigration matters by using the legal remedies established by VAWA to enhance their safety.

Safe Havens: Supervised Visitation and Exchange Grants Program

Safe Havens: Supervised Visitation and Exchange Grants are awarded to states, units of local government, and Indian tribal governments to develop and support supervised visitation and safe exchange of children between parents in situations involving domestic, child abuse, sexual assault and stalking. The program requires partnerships between nonprofit, nongovernmental victim advocacy organizations, courts and supervision centers. Grant activities include: establishing and/or maintaining supervised visitation centers; developing collaborative efforts with agencies and other appropriate groups to facilitate referrals, training and information exchange; and measuring program effectiveness.

Offenders often persist in committing violence and abuse after victims leave abusive relationships.⁶ For instance, battered women who separate from their abusive husbands are victimized by their partners at rates higher than married, divorced, widowed, or never married women.⁷ The risk of homicide is greatest for victims of domestic abuse during the initial separation period from their abusers.⁸ Inadequate safety measures during this unstable time have contributed to the deaths of domestic violence victims at custody hearings and visitation exchanges.⁹ In custody cases with a history of one parent abusing the other or the children, it is critical to provide safe places for parents to visit with and exchange their children.

In FY 2002, VAWO will fund a comprehensive technical assistance project to meet the needs of Safe Havens: Supervised Visitation and Exchange Program (Supervised Visitation Program) grantees. The technical assistance initiative will support award recipients in their efforts to increase the number of supervised visitation centers available to custodial and non-custodial parents; enhance the quality of services in centers; and, increase the centers' ability to assist victims of domestic violence, child abuse, sexual assault, and stalking.

A comprehensive technical assistance initiative should address the following:

⁶ Bachman, Ronet and Saltzman, Linda E., "Violence Against Women: Estimates from the Redesigned Survey", *Bureau of Justice Statistics Special Report*, U.S. Department of Justice, Washington, D.C., August 1995, NCJ-15438.

⁷ Rennison, Callie Marie, "Intimate Partner Violence and Age of Victim, 1993-99", *Bureau of Justice Statistics Special Report*, Bureau of Justice Statistics, U.S. Department of Justice, Washington, D.C., October 2001.

⁸ Jaffe, P.G., "Children of domestic violence: Special challenges in custody and visitation dispute resolution." In J. Carter, C. Heisler, & M. Runner (Eds.), *Domestic violence and children: Resolving custody and visitation disputes, a national judicial curriculum*, (San Francisco: Family Violence Prevention Fund), pp.22-30.

⁹ Saunders, D.G., Child custody and visitation decisions in domestic violence cases: Legal trends, research findings, and recommendations, Retrieved from National Electronic Network on Violence Against Women Website: <http://www.vawnet.org/vnl/library/general/ARcutody.html>

- Enhancing centers' capacity to serve families impacted by domestic violence, child abuse, sexual assault, and stalking;
- Assisting centers to conduct safety audits and address security issues;
- Training visitation center staff on the impact of domestic violence on children;
- Educating center staff, judges, child advocates, lawyers and additional collaborative partners about the impact domestic violence has on custody, visitation, and the safety of victims and their children;
- Developing and implementing policies, protocols and services for the provision of supervised visitation and exchange in cases involving domestic violence, child abuse, sexual assault and stalking;
- Increasing the safety of victims and their access to services;
- Addressing the intersection between domestic violence and child maltreatment;
- Developing and maintaining formal, respectful collaboration among nonprofit, non-governmental victim advocacy groups, law enforcement, child advocacy groups and judicial agencies;
- Providing safe and effective therapeutic visitation services;
- Developing and implementing parent education programs related to domestic violence, child abuse, and the impact of family violence on children;
- Monitoring and evaluating project progress;
- Creating standardized policies on supervised visitation within the judicial system;
- Planning and supporting the evolution of an advisory board;
- Increasing the ability of supervised visitations centers to assist under-served populations;
- Understanding the unique needs of service provision in rural and tribal communities, and using this knowledge to support efforts to establish effective supervised visitation centers in these areas;
- Assisting in the development of implementation plans for planning grantess;
- Developing measures of effectiveness and data collection tools for grantees;

- Supporting a demonstration project using topic specific training sessions, on-going consultations, all site meetings, and other appropriate methods; and
- Additional program support (i.e. maintaining current databases of grantees, developing and/or maintaining a listserv, creating and maintaining a website).

B. TECHNICAL ASSISTANCE ON PRIORITY ISSUES

In FY 2002, VAWO will fund technical assistance projects that address issues of priority to VAWO and VAWA grantees. These include the following:

1. Intra- and interstate and tribal enforcement of protection orders

The full faith and credit provision of VAWA requires states and tribes to enforce valid orders of protection issued by other states and tribes, regardless of whether the order would have been issued in the enforcing state or tribe. VAWO is interested in supporting new projects or expanding existing ones that promote innovative and collaborative strategies for the enforcement of intra- and interstate and tribal protection orders. Although there is no universal approach to the effective implementation of the full faith and credit provision of VAWA, VAWO encourages collaboration among state and tribal law enforcement agencies, courts, and prosecutors; nonprofit, nongovernmental victim advocacy programs; and private attorneys on efforts to ensure enforcement of protection orders across jurisdictions.¹⁰ To support these efforts VAWO will fund activities including, but not limited to:

- Developing the technological capacity to track domestic violence cases, enhance investigation and facilitate protection order enforcement intrastate and across state and tribal boundaries;
- Facilitation of regional full faith and credit workshops for relevant stakeholders;
- Consultations by teams of victim advocates, technology experts, and legal experts on the creation or expansion of state or regional protection order registries, the linkage of currently operating protection order registries throughout a state or region, or the modification of registries for compatibility with state registries and/or the National Crime Information Center's Protection Order File;

¹⁰Any arrangements, equipment, facilities, and procedures used for the receipt, storage, interagency exchange or dissemination, and analysis of criminal intelligence information throughout the project must comply with 28 CFR Part 23, Criminal Intelligence Systems Operating Policies. To further enhance the crossjurisdictional safety of domestic violence victims, during FY 2002, all registries developed or enhanced with Grants to Encourage Arrest Policies must be compatible with the National Crime Information Center Protection Order File.

- Consultations or workshops with relevant stakeholders on the development and adoption of uniform orders of protection;
- Workshops and onsite consultations to assist courts in modifying existing systems for compatibility with a state protection order registry;
- Specialized, cross-jurisdictional training for teams of judges, law enforcement officers, prosecutors, probation officials, and victim advocates;
- Consultations with state or local jurisdictions on the creation or enhancement of local, intra- or interstate communication and case-tracking systems that assist law enforcement in determining whether an offender has an outstanding order of protection, has been previously arrested for assaulting the victim or another victim, or has charges pending for prior alleged domestic violence; and
- Consultations on the creation or enhancement of management information systems that provide law enforcement officers, prosecutors, and judges with access to case information on prior arrests or convictions for domestic violence, prior issuance of protection orders, other matters involving the same family pending before the court, and the current availability of resources and services for the victim.

2. Community-driven initiatives to address violence against women among diverse and underserved populations¹¹

VAWO will enter into cooperative agreements with several technical assistance providers to support community-driven initiatives that address the needs of diverse and underserved populations (e.g., women of color, immigrant women, women with disabilities, women in same-sex relationships, or older women) who are victims of sexual assault, domestic violence, or stalking. Technical assistance initiatives in this area might include the following:

- Onsite and peer-to-peer consultations to help sexual assault and domestic violence victim advocates reach out to and obtain the support and expertise of community leaders and organizations, such as leaders in faith communities, educators, service organizations, neighborhood associations and watch groups, community development organizations, public housing organizations, labor unions, cultural groups and institutions, and local business leaders;
- Partnerships with victim advocates to obtain advice and feedback from victims and

¹¹ Per VAWA 2000, the term “underserved populations” includes populations underserved because of geographic location (such as rural isolation), underserved racial and ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age), and any other population determined to be underserved by the State planning process in consultation with the Attorney General.

survivors on the development of policies, procedures, and community-driven initiatives that will have a direct impact on their lives;

- Community forums and other community-based initiatives that address sexual assault, domestic violence, and stalking; the unique needs of the community; and the multifaceted issues facing the community that are directly related to crimes of violence against women;
- Onsite assistance to communities in conducting needs assessments for domestic violence, sexual assault, and stalking intervention and prevention strategies;
- Development of strategic plans for the implementation of culturally appropriate interventions that address effective, community-driven sanctions for perpetrators and services, resources, and protection mechanisms for victims;
- Onsite assistance to identify, develop, and strengthen community-defined sanctions for violence against women, creating strong links among community leaders and organizations and representatives from the criminal justice system;
- Faith-based initiatives that foster collaboration among secular and religious leaders striving to eliminate violence against women and that enhance the capacity of these leaders to increase the safety of individual women and challenge the social norms that propagate violence against women; and
- Initiatives that address violence against immigrant and refugee women by identifying obstacles they encounter in obtaining assistance; implementing strategies that increase the accessibility and appropriateness of services; promoting community-based approaches to increasing the safety of women; and facilitating access to VAWA immigration relief.

3. Developing effective practices for domestic violence fatality reviews

The systematic review of domestic violence fatalities can be a constructive mechanism for practitioners across disciplines to explore how communities can improve their response to domestic violence, prevent domestic violence-related homicides, and further galvanize community initiatives against these crimes.

Typically, the criminal justice system handles domestic violence homicides by investigating deaths and identifying and charging perpetrators accordingly. Fatality reviews examine closed cases to pinpoint lapses within a multisystem response. The intent is not to assign blame for a fatality but to assist agencies in identifying areas for improvement. The information gathered from these case reviews can be used to develop policies, procedures, and protocols that will help systems intervene early in domestic violence cases before death occurs.

VAWO is interested in providing technical assistance to organizations committed to developing guidelines for conducting domestic violence fatality reviews that illuminate opportunities to

improve the comprehensiveness and cohesion of the coordinated community response. At a minimum, technical assistance in this area should be designed to do the following:

- Compile the findings of fatality reviews for policy development at the local, state, and national levels;
- Identify sound methods and promising practices for conducting reviews; and
- Assist communities with conducting reviews and using findings to improve response protocols.

4. Police department initiatives to address the problem of police officers who are perpetrators of domestic violence

Domestic violence committed by police officers is estimated to be at least as domestic violence in the general population.¹² Concerted efforts on the part of police departments to intervene in domestic violence committed by officers help to preserve community trust and to bolster the ability of the department as a whole to respond consistently and appropriately to this crime.¹³ Some departments have adopted internal protocols and policies for dealing with police officers who are perpetrators of violence against women. However, many jurisdictions have no such procedures in place.

Law enforcement leaders acknowledge that this problem exists in the police community and are seeking ways to demonstrate through policy and actions that domestic violence is a crime that must be addressed swiftly and appropriately, even if the perpetrator is a fellow police officer. Because violence against women involving police officers affects the entire agency and the entire community, it is important that all officers, not just managers and supervisors, understand the tactics of batterers and the complex dynamics of domestic violence so that they are equipped to take appropriate action.

VAWO seeks to provide technical assistance to police departments that intend to develop and implement effective policies and protocols for responding to officers who commit domestic violence. Technical assistance to address this issue should include the following:

- Assistance in developing and implementing protocols to address the problem of police officers who are perpetrators of domestic violence in police departments committed to adopting a zero tolerance policy for officers who commit domestic violence;

¹² Prabhu, Sandy and Turner, Nancy, "Rising to the Challenge: Preventing Police Officer Domestic Violence", The Police Chief, Alexandria, VA, The Police Chief, November 2000.

¹³ Prabhu, Sandy and Turner, Nancy, "Rising to the Challenge: Preventing Police Officer Domestic Violence", The Police Chief, Alexandria, VA, The Police Chief, November 2000.

- Onsite assistance to facilitate collaboration between police departments and domestic violence victim advocacy groups to establish formal departmental policy that addresses early intervention and response to domestic violence involving a police officer; post-incident procedures, including procedures for arrest, investigation, victim safety, and offender accountability; and education programs for police departments on violence against women and the tactics of batterers; and
- Consultations between commanding officers in police departments and trained experts who have demonstrated the following: an understanding of the dynamics of domestic violence and the tactics of batterers, substantial experience facilitating groups that hold perpetrators accountable for their violent behavior, and experience working with other criminal justice professionals and independent advocates from local victim advocacy organizations.

5. Development and implementation of coordinated initiatives addressing stalking

More than 1 million women are stalked each year, and in most incidences the victim knows her stalker.¹⁴ In cases where the perpetrator is a current or former intimate, 80 percent of the victims also have been physically assaulted at some point in the relationship.¹⁵ VAWA 2000 amends the definition of interstate domestic violence and stalking offenses to clarify the elements of these crimes and facilitate effective prosecutions. In addition, the statute expands the interstate stalking law to include cyber-stalking and entering or leaving Indian country to stalk a victim of domestic violence.

VAWO is interested in providing technical assistance to jurisdictions to develop policies, protocols, and initiatives to address stalking, including aggressive case management and coordinated approaches requiring thorough investigations, early intervention, vigorous prosecution, frequent judicial oversight, and close supervision of the perpetrator to reduce the risk of injury to the victim. At a minimum, technical assistance should be designed to do the following:

- Develop vertical case management systems in police departments and prosecutors' offices;
- Educate victim advocates, police officers, prosecutors, and other criminal justice professionals on identifying and managing stalking cases;
- Assist in forming dedicated teams of police officers, prosecutors, court personnel, and

¹⁴ Stalking and Domestic Violence: *The Third Annual Report to Congress under the Violence Against Women Act*, Violence Against Women Grants Office, Office of Justice Programs, U.S. Department of Justice, July 1998, NCJ 172204, p 6.

¹⁵ Stalking and Domestic Violence: *The Third Annual Report to Congress under the Violence Against Women Act*, Violence Against Women Grants Office, Office of Justice Programs, U.S. Department of Justice, July 1998, NCJ 172204, p 14.

parole and probation officers from existing domestic violence units to investigate, monitor, arrest, and aggressively prosecute stalkers;

- Identify promising practices to prevent and reduce stalking in domestic violence cases;
- Provide technical assistance on using federal laws regarding interstate stalking, as defined by VAWA 2000; and
- Research and report on state laws that address stalking crimes.

6. Effective interventions, services, and coordinated community responses to violence against women in immigrant communities

Immigrants who are victims of violent crime face additional obstacles and dangers in attempting to access assistance and secure safety for themselves and their children. These include language barriers, geographic and cultural isolation, lack of familiarity with the legal system, and valid fears of deportation. For immigrant victims of domestic violence, sexual assault, and stalking, remaining in the U.S. is critical to receiving continued services and protections, as well as avoiding separation from their children. However, staying in the country often hinges on being sponsored by the very spouse who is abusing them and abusive partners frequently use the threat of deportation as a tool to control and intimidate their victims. In addition, immigrants who attempt to leave abusive relationships encounter a complex array of legal issues and often lack access to agencies that can provide culturally appropriate assistance or help them utilize the legal remedies available to stabilize their immigration status and help them attain safety. In response to these issues, VAWA 2000 expands relief for immigrants who are victims of domestic violence, sexual assault, and stalking.

To effectively enhance the safety of immigrant victims, a coordinated community response must involve criminal justice agencies, traditional domestic violence victim advocacy organizations, the judiciary, immigrant survivors of domestic violence, immigrant community leaders, immigration attorneys, and community-based groups working in close partnership. Technical assistance addressing this issue should, at a minimum, do the following:

- Clarify the remedies available for battered immigrants, including those established by VAWA and VAWA 2000, and assist grantees with using these provisions to increase the safety of immigrant victims by stabilizing their immigration status and facilitating their access to needed benefits;
- Develop educational materials, training workshops, and follow-up technical assistance on the complete array of services and relief available to immigrant victims of violent crime (e.g., public benefits, civil remedies, and the immigration relief established by VAWA 2000);
- Inform VAWO grantees that VAWA 2000 enables them to use project funds to assist

victims of domestic violence in immigration proceedings;

- Educate criminal justice personnel, victim advocates, and the judiciary about the unique obstacles encountered by immigrant victims and their children and illuminate opportunities for these professionals to mitigate and remove these barriers;
- Assist in developing coordinated community responses specifically designed to enhance the safety of battered immigrant victims of violent crime and their children;
- Support models that promote immigrant survivors of domestic violence as leaders in developing a coordinated, community response to violence;
- Foster partnerships and cross-training between traditional domestic violence and sexual assault service providers and immigrant rights advocates and community groups; and
- Facilitate formal relationships and cross-training among immigration attorneys, domestic violence and sexual assault advocates, police officers, prosecutors, and the judiciary.

7. Incorporating specific attention to the needs of victims in later life in the development of coordinated community responses to domestic violence, sexual assault, and stalking

Domestic violence, sexual assault, and stalking affect all age groups. However, older persons 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 men are incapable of inflicting serious harm or that the abuse is simply an expression of the stress associated with caring for an aging partner. Also, social service professionals working with older couples often employ a family-systems theory to explain conflict and may be reluctant to identify power and control as the root causes of abuse when they encounter it.

Older individuals with physical and/or cognitive limitations may be vulnerable to abuse from their partners, whom they may be dependent on for critical day-to-day needs including communication, 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. Furthermore, domestic violence victim advocates may be required by state statute to report the abuse of older victims to Adult Protective Services, which raises serious concerns regarding confidentiality, disclosure and safety. Domestic violence victim advocates are likely to 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 their independence, safety, and well-being.

To ensure that older victims of domestic violence and sexual assault receive appropriate, effective

assistance, partnerships must be established among domestic violence and sexual assault victim advocates, Adult Protective Service workers, criminal justice professionals, and geriatric service professionals to develop coordinated, community responses that address the unique needs and obstacles experienced by this population. At a minimum, technical assistance in this area should do the following:

- Educate criminal justice personnel, domestic violence and sexual assault victim advocates, Adult Protective Service workers, and geriatric social service providers about the unique obstacles encountered by older victims of domestic violence and sexual assault and identify measures they can adopt to mitigate and remove these barriers;
- Clarify that domestic violence and sexual assault are the result of perpetrators' desire to exert power and control over their victims;
- Assist communities with developing coordinated, community-wide responses to older victims of domestic violence, sexual assault, and stalking that address the unique needs and concerns of this population;
- Facilitate partnerships and cross-training among Adult Protective Services workers, criminal justice personnel, domestic violence and sexual assault victim advocates, and geriatric service professionals;
- Examine 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; and
- Address the full range of safety considerations in the lives of older individuals, including abuse and neglect from intimate partners and care givers and strategies to support the autonomy and decision-making of older victims.

8. Developing effective, appropriate community-wide interventions addressing violence against women with disabilities

Approximately 54 million Americans live with a wide array of disabilities. Research suggests that persons with disabilities face a 4 to 10 times higher risk of being crime victims.¹⁶ Crimes of domestic violence and sexual assault committed against persons with disabilities are especially likely to go unreported and victims with disabilities face multiple, formidable barriers to accessing needed services and participating fully in the criminal justice system. Often, individuals with disabilities face physical and social isolation, especially in cases of prolonged institutional care.

¹⁶ *Working with Victims of Crime with Disabilities*, Office for Victims of Crime Bulletin, September 1998.

Consequently, many lack information about the services and interventions available to stop abuse in their lives, find assistance physically inaccessible, or face severe isolation and chronic victimization. Physical barriers posed by buildings and transportation systems that have yet to meet the needs of persons with disabilities can prevent crime victims from utilizing services and agencies that are critical to their safety.

Equally daunting, in many cases, are the attitudinal barriers towards people with disabilities within many agencies and sectors of society, such as doubting the credibility of their accounts of victimization, believing that assistance for people with disabilities represents “charity” rather than the fulfillment of their rights, and the myth that victims with disabilities are less capable of making choices for themselves. While cognitive impairments may necessitate greater assistance, support, and advocacy, they do not preclude the rights of victims with disabilities to participate actively in decisions affecting their lives or safety.

Violence in the lives of persons 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. According to disability advocates, some 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 physical disability.¹⁷

Ensuring that persons with disabilities who are survivors of domestic and sexual violence can access the complete array of services and protections they need to become safe requires a comprehensive, 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 disabled individuals that pools the strengths and insights of the criminal justice system, courts, victim service community, and disability advocacy community.

At a minimum, technical assistance addressing this issue should do the following:

- Assist communities with interpreting and implementing Titles I and II of the Americans with Disabilities Act, which address improvements in physical infrastructure to make critical facilities accessible to people with disabilities;
- Help communities address communication issues by ensuring that victim service providers are equipped with TTY telephones, braille materials, sign-language interpreters and staff who are knowledgeable about disability issues;
- Foster collaborative partnerships and cross-training among community-based groups serving persons with disabilities, criminal justice agencies, domestic violence and sexual assault victim advocacy organizations, the judiciary, prosecutors, and disability advocacy groups;

¹⁷ *Working with Victims of Crime with Disabilities*, Office for Victims of Crime Bulletin, September 1998.

- Assist 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 care giver;
- Assist in the development of specific policies and protocols in criminal justice agencies, victim service organizations, and disability service providers for responding to domestic violence, dating violence, and sexual assault;
- Develop protocols, policies, and best practices regarding intervening in cases of violence against disabled persons who are institutionalized for care; and
- Educate the judiciary, prosecutors, police officers, victim advocates, disability service providers, and community members about the unique needs and concerns of victims with disabilities and their right to be treated with dignity, compassion, and respect.

9. The development and implementation of initiatives that respond to dating violence¹⁸

The dangers of domestic violence and stalking are not restricted to relationships where the victim is married to the abuser. Although the victim and abuser may not share a residence or have children in common, dating violence situations require the same attention to victim safety and offender accountability. To encourage communities to specifically address and respond to dating violence, VAWA 2000 expanded the scope of the following grant programs to explicitly include dating violence:

- STOP Violence Against Women Formula Grants
- STOP Violence Against Indian Women Grants
- Grants to Encourage Arrest Policies and Enforcement of Protection Orders
- Rural Domestic Violence and Child Victimization Enforcement Grants
- Grants to Reduce Violent Crimes Against Women on Campus

At a minimum, technical assistance addressing effective interventions to dating violence should do the following:

- Educate victim service providers, criminal justice professionals, and the judiciary about the seriousness and prevalence of dating violence;
- Assist communities that have not expressly addressed dating violence to include the issue

¹⁸ VAWA 2000 defines “dating violence” as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined by the following factors: 1) length of the relationship; 2) type of relationship; and 3) frequency of interaction between the persons involved.

in their existing response protocols and policies, training curricula, and educational resources;

- Assist communities with identifying revisions in coordinated, community response policies and protocols that are needed to effectively address dating violence, locating gaps in services, and establishing new strategies where necessary to enhance victim safety and offender accountability; and
- Assist communities with identifying the unique circumstances and issues of dating violence and incorporating attention to the related victim safety and offender accountability concerns.

10. Tribal Code Development and Implementation

Indian tribes retain inherent sovereignty over their members and territory, including the power to exercise criminal jurisdiction over Indians. In order to ensure the safety of Indian women and hold offenders accountable within their tribal jurisdictions, an increasing number of Indian tribal governments have developed or revised their tribal codes to strengthen the tribal criminal justice system responses to violence against Indian women. This approach, however, requires Indian tribal governments to examine their overall criminal justice system infrastructure.

Building upon the computer repository of critical code elements developed by the National American Indian Court Judges Association, VAWO is interested in continuing to provide technical assistance and training to Indian tribal governments seeking to develop or revise tribal codes addressing violence against Indian women. VAWO encourages collaboration between all components to ensure that tribal codes affirm the safety of women and hold offenders accountable while maintaining the traditional beliefs, customs, and practices of the tribal community.

The following types of technical assistance and training will be needed to support such efforts:

- A series of meetings with the technical assistance provider, VAWO staff, and experts in the field of tribal code development to discuss the complex issues involved in tribal code development, including working with Indian tribal governments that have developing tribal courts;
- A series of regional technical assistance and training sessions to provide information to grantees regarding tribal code development and implementation;
- Onsite, peer-to-peer, and conference call consultations to assist in the development and implementation of tribal codes; and
- The development of resource materials available in hardcopy, on disk and the Internet.

11. Effective interventions, services and coordinated community responses to violence against American Indian women in urban communities

American Indian and Alaskan Native women who are victims of violent crime face additional obstacles and dangers in attempting to access assistance and secure safety for themselves and their children. For those American Indian women residing off-reservation, particularly in urban areas, access to culturally appropriate services can be limited. Nearly half of all American Indians do not reside on a reservation.

Research indicates that American Indians and Alaska Natives are at significantly greater risk of violence than other Americans.¹⁹ Studies indicate that American Indian women are particularly vulnerable to violent crime, reporting a rate of victimization nearly twice that of other racial groups. 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.²⁰ In some urban areas, Native women are victimized by sexual violence at a much higher rate than other groups.

VAWO is interested in providing technical assistance to organizations serving American Indians and Alaska Natives in urban areas to develop culturally appropriate, comprehensive responses to violent crimes against women. At a minimum, technical assistance should be designed to do the following:

- Provide onsite and peer-to-peer consultations to help American Indian organizations in urban areas reach out to and obtain the support and expertise of local victim service providers;
- Provide onsite assistance to American Indian organizations in urban areas in conducting needs assessments for domestic violence, sexual assault, and stalking intervention and prevention strategies;
- Develop strategic plans with American Indian and Alaska Native community members to implement culturally appropriate interventions that address effective, community-driven sanctions for perpetrators; and
- Develop local initiatives in partnership with nearby Indian tribal governments and apply problem-solving techniques to domestic violence, sexual assault, and stalking.

12. Interventions and services for victims of sexual assault and/or domestic violence who are also victims of trafficking

¹⁹ Greenfeld, Lawrence, and Steven Smith, *American Indians and Crime*, Washington, DC, Bureau of Justice Statistics, February 1999, NCJ 173386, p v.

²⁰ Tjaden, Patricia, and Nancy Thoennes, *Prevalence, Stalking in America: Findings from the National Violence Against Women Survey*, Washington, DC: National Institute of Justice, April 1998, NCJ 169592, p 5.

Trafficking in persons, the largest form of modern day slavery, ensnares at least 700,000 persons annually, primarily women and children. Each year, approximately 50,000 women and children are trafficked into the United States alone and forced to work in violent, degrading conditions. Victims lured by promises of legitimate jobs frequently find themselves forced into prostitution, pornography, and other commercial sexual services upon their arrival in the US.

Although research on trafficking is lacking, anecdotal evidence suggests that most victims of sex trafficking experience sexual assault and many may experience domestic violence or stalking. VAWO is interested in providing technical assistance to VAWO grantees that enables them to assist victims of sexual assault, domestic violence, and stalking who face additional barriers and dangers as a result of having been trafficked into the US.

Typically, traffickers prey on women and girls who face disproportionate rates of poverty and unemployment, along with limited access to education and economic opportunity, in their countries of origin. In addition, victims may face debt bondage from traffickers who force them to work indefinitely to pay off transportation costs. Far from their home communities and in unfamiliar surroundings, trafficking victims often face multiple forms of abuse, including rape, torture, starvation, imprisonment, and severe psychological abuse. Victims are threatened that attempts to escape will yield violent retaliation, both to themselves and their families. Aided by multinational criminal organizations, traffickers are capable of inflicting far-reaching reprisals.

Trafficking victims face multiple obstacles in seeking assistance and reporting abuse, such as the fear of being prosecuted for having been involved in illegal activity. In addition, traffickers often seize their victims' passports and other documentation, telling them that contacting authorities will precipitate their deportation, after which criminal networks can find them in their home countries. These threats are compounded by the fact that most victims arrive in the US without proficiency in English, money, friends, familiarity with the legal system, or confidence in public authorities.

Victim service programs and VAWA grantees report encountering victims of domestic violence and sexual assault who were trafficked into the country, but few have protocols in place to address these victims' heightened safety and confidentiality concerns. Rather than contending with retaliation from a single offender, trafficking victims face potential retaliation from criminal networks. Also, remaining lawfully in the US can hinge on contributing to the investigation and prosecution of traffickers; victims may not be at liberty to disclose the nature of their victimization in support groups utilized by domestic violence shelters or rape crisis centers. Cultural and language barriers may make it difficult for domestic violence and sexual assault programs to provide trafficked persons with appropriate assistance. In addition, many victim services programs may be unaware that some of the victims they assist may have been trafficked

Developing partnerships with nongovernmental organizations based in immigrant communities from which trafficking victims originate is critical to reaching this population of crime victims and developing accessible, appropriate assistance. Collaboration with advocacy organizations familiar with domestic violence and immigration law also is essential to ensuring victims are aware of legal

options that can help secure their safety.

In 2000, Congress passed the Victims of Trafficking and Violence Protection Act (TVPA) to introduce a three-part strategy to eliminating the trafficking of persons through prevention, victim protection, and offender prosecution. Included in the TVPA's measures are provisions to: authorize funding for services tailored to the needs of victims trafficked into the US; enhance penalties for traffickers; and increase access for trafficking victims to immigration relief, legal assistance, and needed benefits.

The TVPA offers a historical opportunity to assist trafficking victims in a number of arenas. Given the complex issues trafficking victims encounter and the recent passage of the legislation, VAWO grantees who come in contact with victims of domestic violence, sexual assault, or stalking who were trafficked need expert assistance with developing appropriate services and understanding the provisions of the TVPA. Technical assistance is a critical ingredient in allowing VAWO grantees to effectively assist sexual assault and domestic violence victims who face additional vulnerability as trafficked persons. At a minimum, technical assistance should be designed to:

- Educate VAWO grantees about the dangers and dynamics of trafficking and the protections available to victims;
- Help grantees develop protocols to determine if the clients VAWO grantees are attempting to assist with sexual assault or domestic violence incidents are also victims of trafficking;
- Develop materials and trainings that outline the additional safety and confidentiality concerns trafficking victims face and illustrate the importance of providing confidential assistance;
- Promote collaboration between victim service providers and law enforcement and prosecution agencies to ensure victims receive referrals to needed services;
- Work with law enforcement and prosecutors to develop protocols for partnering with nongovernmental organizations and immigrant community groups that can assist them with conducting investigations;
- Assist VAWO grantees with understanding the certification procedure necessary to obtain the additional benefits and services authorized by the TVPA for victims of severe trafficking;
- Train victim service providers on the Federal criminal justice system and how to work with Federal law enforcement agencies, such as the Federal Bureau of Investigation (FBI), Immigration and Naturalization Service (INS) , and United States Attorney's Offices.

- Develop educational materials and trainings for VAWO grantees on the immigration law issues affecting trafficking victims including, but not limited to, the U-visa, created for victims of certain serious crimes, including domestic violence, sexual assault, stalking, and trafficking, and the T-visa, created for victims of severe forms of trafficking;
- Develop training for criminal justice and victim advocacy organizations to increase their sensitivity to and understanding of trafficking victims;
- Explore the development of collaborative approaches to assisting victims of domestic violence and sexual assault trafficked into the US that draw on the models developed to serve immigrant victims of intimate partner violence;
- Work with nongovernmental organizations, criminal justice agencies, and other groups that have assisted victims of trafficking to catalogue the unique needs of trafficking victims and develop strategies to develop comprehensive, appropriate victim services; and
- Help grantees identify and partner with local organizations that can serve as resources, such as nongovernmental organizations based in immigrant communities, immigration attorneys, domestic violence and sexual assault programs experienced in assisting immigrant victims, and medical and psychological professionals.

13. Assistance to VAWA Grantees with Using Technology to Enhance Victim Safety and Offender Accountability

VAWO does not have a grant program dedicated to technology issues. However, in FY 2002, VAWO is interested in establishing a technical assistance initiative designed to help its grantees capitalize on opportunities to use technology to promote victim safety and offender accountability. For example, effective case tracking can be critical to ensuring that criminal justice agencies can share information and ensure timely case resolution, victim notification, and consistent offender supervision.

VAWO will not fund proposals to build or design databases, websites, or information systems for grantees. Rather, the purpose of this project is to train grantees on ways to utilize technology effectively and to respond to individual grantee requests for assistance with data management, case tracking, and other technology issues. Applicants interested in assisting VAWA grantees with technology issues must demonstrate:

- Significant experience with information technology and data management;
- The capacity to provide technical assistance to a national audience of grantees in all VAWA grant programs;
- Extensive experience providing training, consultation, and problem-solving assistance regarding information technology issues; and

- Extensive experience addressing the safety and confidentiality issues associated with domestic violence, sexual assault, dating violence, and stalking; OR an active partnership with a victim advocacy organization versed in the safety and confidentiality issues associated with these crimes.

Applicants should be prepared to address the range of technology issues with which grantees need assistance, including:

- The development and improvement of protection order registries;
- Effective case tracking for incidents of domestic violence, sexual assault, dating violence, and stalking;
- Protocols to protect confidentiality;
- Strategies to utilize information technology to enable collaboration and information sharing among agencies divided by geographic distances, especially in rural and tribal communities; and
- Protocols and systems to facilitate the timely transfer of accurate case information between criminal justice agencies involved in a coordinated, community response to domestic violence, sexual assault, dating violence, and stalking.

C. TECHNICAL ASSISTANCE FOR PROFESSIONAL DEVELOPMENT

VAWO is interested in funding technical assistance projects to provide education and professional development opportunities to victim advocates and criminal justice professionals. Professional development initiatives that propose using experiential learning and other innovative teaching strategies are strongly encouraged and may include but are not limited to the following:

1. Capacity-building for state coalitions and victim advocacy groups

State domestic violence and sexual assault coalitions have played a critical role in the implementation of the Violence Against Women Act, serving as a collective voice for victims and survivors of sexual assault and domestic violence to ensure their needs are at the forefront of the national effort to end domestic violence, sexual assault, and stalking. VAWA 2000 establishes the Grants to State Domestic Violence and Sexual Assault Coalitions Program to provide coalitions with the resources needed to better coordinate victim service activities and collaborate more effectively with state, Federal, and local partners in combating these crimes.

In FY 2002, VAWO will fund technical assistance initiatives to support state coalitions and strengthen advocacy-based activities among states, tribes, and local communities. These efforts may include but are not limited to the following:

- Multistate or regional leadership development forums for victim advocates, survivors, and criminal justice representatives from communities of color and other underserved populations;
- Meetings, workshops, and resources on organizational development strategies, including personnel, financial, and grant management techniques, for victim advocacy and victim service groups;
- Workshops for victim advocates on community collaboration;
- Policy development workshops that bring together advocates, state STOP program administrators, and state and local criminal justice representatives; or
- A national meeting of sexual assault experts and victim advocates to shape state and local strategies and to assist victim services and criminal justice agencies in establishing long-range strategic plans to reduce sexual assault.

2. Education for prosecutors

Prosecutors handling sexual assault, domestic violence, and stalking cases need resources, guidance, and education and training to assist them in understanding the dynamics of these complex cases. Educational opportunities and curricula for prosecutors should be developed and implemented by prosecutors and victim advocates and should be available to prosecutors from jurisdictions receiving support through grant programs administered by VAWO. Education programs for prosecutors should at a minimum address the following:

- The evolution of domestic violence, stalking, and sexual assault law;
- Effective law enforcement and prosecution strategies and promising practices;
- Model protocols for managing sexual assault, domestic violence, and stalking cases;
- Innovative investigative techniques;
- The role of governmental and nongovernmental advocates;
- Evidentiary issues in drug-facilitated rape cases and evidence collection strategies;
- Methods to enhance successful prosecution of both stranger and nonstranger sexual assault cases;
- Enforcement of intra- and interstate and tribal protection orders;
- The tactics of batterers and the dynamics of sex offender behavior; and

- Judicial sanctions for batterers and sex offenders.

VAWO recognizes that state attorneys general are in unique positions to enhance the criminal justice and community response to violence against women. Regardless of the extent of their prosecutorial authority, attorneys general, as the chief law enforcement officers in states, provide platforms for promoting effective law enforcement and prosecution strategies. Attorneys general can play crucial roles in fostering dialogue among representatives from law enforcement, prosecution, courts, and victim advocacy organizations to promote a coordinated community response to prevent violence against women. VAWO is interested in providing technical assistance opportunities and resources to state attorneys general and staff who manage violence against women initiatives and monitor emerging issues in the field. Technical assistance opportunities may include regional meetings, workshops, or resource materials that address but are not limited to the following:

- Enforcement of intra- and interstate and tribal protection orders;
- The role of government and nongovernmental advocates;
- Collaboration among criminal justice agencies and nongovernmental victim advocacy programs; and
- Collaborative efforts to ensure the safety and well-being of victims of domestic violence and their children.

3. Education for law enforcement

Law enforcement officers who want to obtain a solid education in the effective and appropriate police response to crimes of sexual assault, domestic violence, and stalking need opportunities and basic resources to do so. In FY 2002, VAWO will support national and regional education programs for law enforcement officers from jurisdictions receiving VAWA grants. Faculty should be comprised of victim advocates, law enforcement officers, and other criminal justice professionals who have a demonstrated commitment to addressing violence against women. Education programs for law enforcement should address at least the following:

- Effective law enforcement and prosecution strategies for stranger and nonstranger sexual assault, domestic violence, and stalking cases;
- Promising practices, policies, and protocols (e.g., dispatcher, first-officer, and investigative and supervisory follow-up responses);
- Community policing to address domestic violence;
- Innovative investigative techniques;

- Establishing probable cause and making arrests in domestic violence cases;
- Identifying the predominant aggressor in domestic violence cases;
- Unique evidentiary issues in drug-facilitated sexual assault cases;
- Evidence collection in sexual assault cases where there is delayed reporting;
- Police report writing;
- Interrogating suspects, interviewing victims, and collecting evidence;
- The tactics of batterers and the dynamics of sex offender behavior;
- The role of government and nongovernmental victim advocates;
- Enforcement of intra- and interstate and tribal protection orders; or
- Safety planning and lethality review.

Law enforcement officers also need access to this information through telephone, onsite, and e-mail consultations and through resources available online.

4. Judicial education

A coordinated community response to crimes of violence against women requires that the judiciary consider taking a more proactive role in managing offender behavior and enhancing victim safety. During FY 2002, VAWO will support judicial education initiatives that provide judges with basic information on the dynamics of sexual assault, domestic violence, and stalking, challenging them to take an active and expanded role in a coordinated, system-wide response to violence against women. Through these educational initiatives, judges should learn how to step beyond case processing and take a more direct role in managing the violent behavior of offenders to ensure victim and community safety. Judicial education in the areas of sexual assault, domestic violence, and stalking should be enhanced or developed by representatives from judicial organizations and experts who understand the nature of these crimes. Educational opportunities and curricula for judges should address, at a minimum, the following issues:

- The complex dynamics associated with the crimes of sexual assault, domestic violence, and stalking;
- Proactive judicial management of sexual assault, domestic violence, and stalking cases to

enhance victim safety and more effectively manage offenders;

- The role of independent victim advocates in the courthouse;
- Enforcement of intra- and interstate and tribal protection orders;
- The tactics of batterers and the dynamics of sex offender behavior;
- Education programs for judges on how proactive judicial management can contribute to victim safety and offender accountability;
- Judicial sanctions, judicial oversight, and sentencing in sexual assault, domestic violence, and stalking cases; and
- Judicial leadership development to reduce and prevent violence against women.

Strategies to consider in developing judicial education initiatives include workshops, peer-to-peer mentoring opportunities, onsite consultations, telephone and e-mail consultations, and online distribution of materials.

D. SUPPORT TO TECHNICAL ASSISTANCE PROVIDERS

VAWO is interested in projects that offer logistical assistance to VAWO's TA Providers, allowing them to focus on providing the substantive expertise VAWO's grantees need to combat violent crime against women. At a minimum, applicants that wish to provide support to TA Providers should outline how they intend to:

- Help VAWO TA Providers with the planning and execution of training events by assisting with hotel selection, guest registration, meeting preparation, and onsite logistical support;
- Offer meeting planning support that includes: preparing draft agendas; facilitating pre-conference planning calls; and organizing planning meetings to help identify faculty and refine training content;

- Convene meetings where VAWO TA Providers can assemble to discuss challenges in assisting grantees and review emerging issues in the fields of domestic violence, sexual assault, and stalking;
- Maintain a calendar of training and technical assistance events supported by VAWO;
- Create and distribute a VAWO TA Provider Catalogue that lists all of the TA Providers available to work with VAWO grantees, describes the nature of technical assistance offered, and provides contact information for each technical assistance initiative;
- Write detailed meeting reports that capture the purpose of the meeting; outline faculty presentations; summarize group discussion; and catalogue meeting conclusions and recommendations; and
- Assist Violence Against Women Office staff with planning and executing focus groups, topical meetings, conference calls, and other fora on issues related to domestic violence, sexual assault, dating violence, and stalking.

V. APPLICANT ELIGIBILITY AND SELECTION

Eligible Applicants

Eligible applicants are public or private, nonprofit victim advocacy organizations, national criminal justice constituency organizations, judicial organizations, or other agencies with expertise in the technical assistance categories or subcategories described in this solicitation.

Selection Criteria

All applications will be rated according to the following criteria:

- The application demonstrates, through a Memorandum Of Understanding(MOU), a commitment to establishing or maintaining formal collaboration between a nonprofit, nongovernmental victim advocacy organizations and criminal justice or judicial organizations representing law enforcement, prosecution, the courts, probation, or other criminal justice or judicial organizations (*Note: Applicants that are nonprofit, nongovernmental victim advocacy groups are not strictly required to submit MOUs but are strongly encouraged to do so*);
- The proposed project demonstrates meaningful attention to victim safety and offender accountability;
- The application demonstrates the applicant's capacity to provide technical assistance for VAWO grantees by documenting: adequate staffing; experience addressing domestic violence, sexual assault, or stalking; and a track record of having provided technical assistance;

- The application clearly describes the grantees, jurisdictions, communities, or constituents it will address, including diverse and underserved victims of sexual assault, domestic violence, or stalking (e.g., women of color, immigrant women, women with disabilities, women in same-sex relationships, or older women);
- The application clearly describes the proposed impact of the project;
- The methods outlined to provide technical assistance (conferences, trainings, publications, conference-calls, etc.) will be effective in reaching grantees, communities, and other audiences and meeting their needs for expert assistance;
- The application clearly describes the planning, development, and implementation strategies; organizational and staff capability; and general timeline; and
- The budget is reasonable.

Award Amounts

There is no specific amount for which eligible organizations may apply. Applicants should carefully consider the resources needed to implement the proposed technical assistance project and present a realistic budget that reflects the costs involved.

Length of Award

The period of award for technical assistance grants is for 18-to-24 months. Funds for technical assistance are limited and VAWO will carefully consider whether application budgets for more than 18 months are necessary for the proposed technical assistance goals to be accomplished.

VI. APPLICATION CONTENT

Under GMS, the SF-424 will be completed online; the project narrative and abstract, budget narrative, budget worksheet, and other program attachments will be submitted online as attachments. The MOU and letter of nonsupplanting will be submitted by fax (or online under “other program attachments” if applicants have these documents available electronically).

****Applicants are required to register online on the GMS system no later than April 4, 2002.****
The original application and 4 hard copies of the application, including the project narrative and abstract, the budget detail worksheet, the budget narrative, and the memorandum of understanding must be sent to VAWO via overnight delivery, postmarked no later than April 23, 2002.

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 Technical Assistance Program (block 10). The Federal cognizant audit agency and fiscal year of the applicant organization should be listed in block 11 of the form.

Summary Data Sheet:

On one page, 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.
- Technical assistance categories or subcategories that the application addresses:
 - Training and Technical Assistance to VAWA Grantees
 - Technical Assistance on Priority Issues
 - Professional Development Technical Assistance
 - Support to TA Providers
- Other grants or cooperative agreements you are currently administering or have applied for from other bureaus or program offices of the Office of Justice Programs, from the Office of Community Oriented Policing Services, or from other Federal agencies.

B. Abstract:

A one-page summary describing the proposed project and how it would help VAWA grantees address the unmet needs of victims should be provided.

C. Project Narrative:

The application should be no longer than necessary but in no case should exceed 10 double-spaced pages. The narrative should 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, efforts²¹;
- 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

²¹ *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.

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.

Applicants should bear in mind that all partners should be fairly 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).**

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. Non-federal contributions may be discussed in the project narrative; however, these contributions should not be included in the application budget or budget narrative.

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

All applicants must allocate \$5,000 in travel costs to attend national meeting(s) of VAWO TA Providers 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 C).

A Budget Detail Worksheet is included in this solicitation. You will 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:

Each application must have attached a MOU created and signed by the chief executive officers and/or directors of nonprofit, nongovernmental domestic violence and sexual assault victim advocacy organizations, as well as from any other units of state and local government and individuals and organizations involved in the project. The MOU must:

- Provide a brief history of the collaborative relationship among the partners and specifies the extent of each party's participation in developing the application;
- Clearly state the roles and responsibilities each organization would assume to ensure the success of the proposed project;
- Identify who would be responsible for planning, developing, and implementing project activities and describes how they would work together to meet the proposed project goals;
- Include signatures from the executive director of each participating organization or agency, indicating approval of proposed project activities and proposed budget items; and
- Describe the resources each partner would contribute to the project, either through time and in-kind contributions (e.g., office space or project staff).

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.

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

Please review these forms carefully. You will be agreeing to these assurances and certifications when you submit your application online through the Grants Management System. *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.*

H. 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 -- Violence Against Women Office Technical Assistance Program -- and also include your GMS application number on each page of the document.

VII. ADMINISTRATIVE REQUIREMENTS

A. Assurances

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.

B. Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements

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 the U.S. Department of Justice will rely in making awards.

C. Coordination with OJP Components and Other Federal Agencies

Applicants must specify funding they have or are applying for from other Office of Justice Programs bureaus or program offices: 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 are also encouraged to provide information on related funding they may be receiving from the Department of Justice Office of Community Oriented Policing Services and other Federal agencies.

D. Coordination with Other Technical Assistance Providers

Recipients of cooperative agreements must agree to work cooperatively with other technical assistance contractors as designated by VAWO. In addition, TA Providers are required to work with the organization selected by VAWO to provide support services to the TA Program to ensure effective and coordinated technical assistance. The organization selected to provide support to TA Providers will:

- Convene meetings of all TA Providers to exchange ideas and information regarding their various project activities;

- Create a means for TA Providers to learn more about one another's activities to avoid duplication of effort and overuse of particular consultants or faculty and to foster collaborative efforts and learning opportunities;
- Work individually with TA Providers to identify their preferences for hotels and conference centers and to provide additional meeting planning and onsite support;
- Work with a designated travel agent to identify destinations centrally located for technical assistance events and assist TA Providers in scheduling timely and cost-effective travel arrangements for all participants attending technical assistance events sponsored by VAWO;
- Identify suitable hotels and conference centers;
- Negotiate agreements with hotels and conference centers for lodging, meeting rooms, meals, audiovisual support, and other needs;
- Establish the number, size, timing, and desired location of all events sponsored by TA Providers;
- Centralize the process for scheduling technical assistance events so that both participants and faculty have sufficient notice; and
- Create a master calendar of events to avoid scheduling conflicts and to ensure there is an appropriate amount of time between VAWO-sponsored technical assistance events.

F. 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 preaward review, and postaward 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.

G. Protection of Human Subjects of OJP Funded Research and Statistical Activities

The Department of Justice (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.

Since you are required to collect data in connection with this grant, you should be aware that regulations, which are applicable when Office of Justice Program (OJP) funds are used, require that, if you use OJP funds to collect, analyze, transfer, or otherwise use or dispose of data/information that is identifiable to a private person, you must have policies and procedures for maintaining the confidentiality of such data/information. 28 CFR Part 22 - "Confidentiality of Identifiable Research and Statistical Information". Confidentiality is required throughout the information or data collection process and thereafter (collection of data through termination of the project and disposition of the data) under the regulations.

In addition, please be advised that each applicant for OJP funds or support must submit a document called a "Privacy Certificate" in connection with its grant application, if there is a research or statistical project component of the grant or contract, including a data collection activity, and information identifiable to a private person will be (or is intended to be) collected. Please see 28 CFR section 22.23. For this purpose, "private person" means any individual, partnership, corporation, association, public or private organization, and includes an individual acting in his or her official capacity. The definition of "private person" does not include an agency or department of Federal, State, or local government, or any component or combination thereof. 28 CFR section 22.2 Thus, applicants are advised to review the Part 22 confidentiality requirements, in particular, section 22.23, which explains the exact information that needs to be included in an applicant's Privacy Certificate.

H. Single Point of Contact Review

Executive Order 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the state single point of contact (SPOC), if one exists, and if this program has been selected for review by the state. *Applicants must contact the State SPOC to determine if the program has been selected for State review. The date that the application was sent to the SPOC or the reason such submission is not required should be entered in block 16 on the Application for Federal Assistance, SF-424.*

I. Civil Rights Compliance

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.

J. Violence Against Women Online Resources

Any materials, including curricula, manuals, model policies, or promising practices, developed with funding from the VAWO TA Program must be made available to the public online through VAWO's website. The materials must be submitted to VAWO formatted for placement at the site.

VIII. REPORTING REQUIREMENTS

A. 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.

B. Single Audit Report:

Non-federal entities that expend \$300,000 or more in Federal funds (from all sources including pass-through subawards) 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.

C. 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. Report format will be provided to the recipient by the Office of Justice Programs. Future awards and fund drawdowns may be withheld if progress reports are delinquent.

D. Program Evaluation

Program Evaluation Initiatives

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, TA Providers must collect and maintain data that measures their success in helping VAWO's grantees and other constituents combat domestic violence, dating violence, sexual assault, and stalking.

Measuring Performance and Effectiveness

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?

VAWO's performance under GPRA is measured by the cumulative impact/affect of technical assistance services rendered to VAWO's grantees. TA Providers will be required to cooperate with VAWO and provide the following information to enable OJP to meet its GPRA reporting requirements:

- Number of victim advocates, legal service providers, law enforcement officers, prosecutors, probation and parole professionals, judges, or community-based organizations who receive training through the technical assistance project. (Note: TA Providers are not required to train all of the above professionals, simply to record the number and category of professionals they do train);
- Number of newly developed or revised protocols, policies, or best practices developed;
- Number of grantee jurisdictions that request technical assistance from the project;
- Number of grantee jurisdictions that receive technical assistance from the project; and
- Number of educational materials produced.

IX. 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 the 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;
- 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; and

- Other good cause shown.

APPENDIX A

Standard Application Form (SF-424)

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 B

Assurances & Certifications Regarding Lobbying; Debarment, Suspension, and
Other Responsibility Matters; and Drug-free Workplace Requirements

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.
10. 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.



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 style="margin-top: 20px;">Congressional District, if known:</p>		<p>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</p> <p style="margin-top: 20px;">Congressional District, if known:</p>
<p>6. Federal Department/Agency:</p>	<p>7. Federal Program Name/Description:</p> <p style="margin-top: 20px;">CDFA Number, <i>if applicable</i>: _____</p>	
<p>8. Federal Action Number, if known:</p>	<p>9. Award Amount, if known:</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.
- n. 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.
13. 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, Paperwork Reduction Project (0348-0046); Washington, D.C. 20503.

APPENDIX C

Budget Detail Worksheet and 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.

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

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>
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TOTAL _____

Total Personnel & Fringe Benefits _____

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>
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TOTAL _____

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>
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TOTAL _____

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.

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
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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>
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TOTAL _____

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>
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Subtotal _____

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>
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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>
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Subtotal _____

TOTAL _____

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>
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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.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
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 requested and the amount of non-Federal 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	_____
Non-Federal 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 18 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>
Project Coordinator	$(\$50,000 \times 100\% \times 1.5)$	\$75,000
Trainer	$(\$50,000 \times 100\% \times 1.5)$	\$75,000
Administrative Assistant	$(\$40,000 \times 50\% \times 1.5)$	<u>\$30,000</u>
		180,000
Cost of living increase	$(\$100,000 \times 2\% \times .5yr .)$	\$ 1,000

The Project Coordinator will provide oversight and management for the TA initiative and serve as the primary point of contact with the Violence Against Women Office. The Trainer will provide educational presentations and workshops targeting specific issues and challenges faced by grantees. The Administrative Assistant will provide clerical support to the Project Coordinator and Trainer. A 2% cost of living adjustment is scheduled for all full-time personnel 6-months prior to the end of the grant.

TOTAL **\$181,000**

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>
Project Coordinator & Trainer		
Employer's FICA	\$181,000 x 7.65%	\$13,847
Retirement	\$181,000 x 6%	\$10,860
Health Insurance	\$181,000 x 12%	\$21,720
Unemployment Compensation	\$181,000 x 1%	\$ 1,810
	TOTAL	<u>\$48,237</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>
Provide Training	Minneapolis	Airfare	(\$150 x 2 people x 2 trips)	\$600
		Hotel	(\$75/night x 2 nights x 2 people x 2 trips)	\$600
		Meals	(\$35/day x 3 days x 2 people x 2 trips)	\$420

Please set aside approximately \$5,000 to attend national meeting(s) of VAWO Technical Assistance Providers:

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
2 persons to attend meeting(s)	(Locations unknown at this time.)	Airfare	(2 trips x 2 people x \$755)	\$3020
		Hotel	(2 trips x 2 people x \$119/night X 3 nights)	\$1428
		Meals	(2 trips x 2 people x \$46/day X 3 days)	\$ 552

The organization's established travel policies will be utilized.

TOTAL \$ 6,620

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
LCD Projector		\$1,000

The computers will be used by the Project Coordinator and Trainer to draft training materials and products that will be completed as part of this technical assistance project. The LCD Projector will be used to provide power point presentations during workshops and training.

TOTAL **\$5,000**

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 18 mo)	\$ 900
Postage	(\$20/mo x 18 mo)	\$ 360
Training Materials	(\$2/set x 500 sets)	\$1,000
Printing booklet for dissemination to VAWO grantees	(300 copies x \$7/booklet)	\$ 2,100

Office supplies and postage are needed for general operation of the project. Training materials will be developed and used during workshops and presentations with VAWO grantees. Printing costs will cover the duplication of the booklet outlining appropriate interventions in domestic violence cases.

TOTAL **\$4,360**

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

TOTAL **\$0**

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

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

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
Jane Doe	Domestic Violence Trainer	(\$350/day x 15 days)	\$ 5,250

Jane Doe, Domestic Violence Trainer, will be hired, as needed, to assist with the education of the law enforcement officers and court personnel working within the jurisdictions selected to receive training and technical assistance.

Subtotal	<u>\$5,250</u>
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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 during the project.

Subtotal	<u>\$ 5,400</u>
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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>Name of Contractor</u>	<u>Service Provided</u>	<u>Cost</u>
Domestic Violence Intl.	Training Curriculum development Drafting and revision of educational Booklet Co-training at workshops and presentations	\$10,000

Subtotal	<u>\$10,000</u>
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TOTAL	<u>\$20,650</u>
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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>
Telephone	(\$100/mo. x 18)	\$ 1,800
Printing/Reproduction	(\$150/mo. x 18)	\$ 2,700
	TOTAL	<u>\$4,500</u>

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

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
Federally approved indirect cost rate of 15% of Total Direct Costs (Indirect cost agreement attached)	(\$270,367 x 15%)	\$40,555
	TOTAL	<u>\$40,555</u>

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

<u>Budget Category</u>	<u>Amount</u>
A. Personnel	<u>\$181,000</u>
B. Fringe Benefits	<u>\$48,237</u>
C. Travel	<u>\$6,620</u>
D. Equipment	<u>\$5,000</u>
E. Supplies	<u>\$4,360</u>
F. Construction	<u>\$0</u>
G. Consultants/Contracts	<u>\$20,650</u>
H. Other	<u>\$4,500</u>
Total Direct Costs	<u>\$270,367</u>
I. Indirect Costs	<u>\$40,555</u>
TOTAL PROJECT COSTS	<u>\$310,922</u>
Federal Request	<u>\$310,922</u>
Non-Federal Amount	<u>\$NA</u>

APPENDIX D

GMS Instructions and Application Checklist

FY 2002 Violence Against Women Office
Technical Assistance 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 the checklists 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 April 23, 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 "Violence Against Women Office Technical Assistance Program," 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: All applicants must register online on the GMS system by April 4, 2002. 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 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 Violence Against Women Office Technical Assistance Program, 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)

All materials must be sent to VAWO via overnight delivery with a postmark that is no later than April 23, 2002.