



OJP
Violence Against
Women Office

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

***Fiscal Year 1999
Application Kit***

APPLICATION DEADLINE:
May 21, 1999

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

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Office of Justice Programs
World Wide Web Homepage:
<http://www.ojp.usdoj.gov>

Violence Against Women Office
World Wide Web Homepage:
<http://www.ojp.usdoj.gov/vawgo>

APPLICATION CHECKLIST

As a final step before submitting your application, please use this checklist to ensure that your application is complete. Failure to include any of the following items may result in disqualification of your application. All forms, assurances, and lists of contacts are provided in the pages that follow.

PLEASE REVIEW THE ELIGIBILITY TABLE ON PAGE 1 TO ENSURE THAT YOU ARE ELIGIBLE TO APPLY UNDER THIS APPLICATION KIT.

HAVE YOU INCLUDED:

- G A signed copy of the *Application for Federal Assistance* (SF-424) (Appendix A)?
- G A project abstract summarizing the proposed project, indicating in which jurisdictions the project will be implemented?
- G A project narrative including: the need for the project, goals and objectives, who will implement the project, a description of the project products, a description of how success will be measured, and information on coordination with other related Federal projects?
- G A completed *Budget Detail Worksheet* (Appendix D), including a line item for OJP-sponsored technical assistance?
- G A Memorandum of Understanding signed by a non-profit, non-governmental organization serving battered women and other project partners?
- G An *Assurances* form (Form 4000/3) (Appendix B)?
- G A signed *Certification Regarding Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements* form (Form 4061/6) (Appendix C)?
- G A letter to the Assistant Attorney General of the Office of Justice Programs certifying that these funds will supplement and not supplant existing funds?

PLEASE REVIEW THE APPLICATION TO ENSURE THAT:

- ✓ All required forms are signed by the authorized official for the applicant agency (i.e., the person who is authorized to enter into contracts for the agency).
- ✓ The application is printed on only one side of 8 1/2 X 11 inch paper.

Please send the original, signed application and two unbound copies to:

Violence Against Women Office

Attention: Rural Program
Office of Justice Programs
810 7th Street, N.W.
Washington, D.C. 20531-0001

(if you are sending your application via express mail, the zip code is 20001)

(202) 307-6026

Applications must be received by 5:00 PM, EST, May 21, 1999



U.S. Department of Justice

Office of Justice Programs

Office of the Assistant Attorney General

Washington, D.C. 20531

Dear Colleague:

INTRODUCING THE OJP GRANTS 2K SYSTEM

This solicitation has been created using the new **Grants 2K System** that incorporates user friendly technologies into our grant management process in order to better serve you, our customers. Let me take this occasion to lay out our blueprint for the new system. Access through the Internet to Office of Justice Programs solicitations is the first step in our goal to produce a fully interactive system dedicated to expediting and streamlining the receipt, review, and processing of grant applications. Printed copies of OJP solicitations will continue to be available on request to the cognizant OJP program office.

The next step, to be completed in early Calendar Year 1999, will enable users to submit applications for grants directly to OJP electronically for these solicitations. Receipt of an application will enable program staff to initiate the funding decision process, better manage the internal review sequence, and provide timely award notification to grantees. Soon-to-be-completed features of the new system will enable grantees to request payments and to submit progress, subgrant and financial reports electronically.

The **Grants 2K System** will be administered by the Office of Justice Programs as a pilot project so that we can see how it works over the course of the FY 1999 funding cycle. The OJP Program Offices piloting the new system are:

- Violence Against Women Grants Office
- Drug Courts Program Office
- Corrections Program Office
- Executive Office for Weed and Seed
- Office for State and Local Domestic Preparedness Support

We invite you to visit the OJP Internet home page at www.ojp.usdoj.gov for additional information concerning the **Grants 2K System**.

Laurie Robinson
Assistant Attorney General

Foreword

In little more than four years, the landmark Violence Against Women Act (VAWA) has transformed our country's response to violence against women. Communities across the country have taken up the challenge to work together to end violence against women. VAWA has fundamentally changed the way justice agencies work within their respective organizations, with each other, and with private, nonprofit victim service providers and victim advocates.

Just as the authors of VAWA envisioned, the various components of the criminal justice system—police, prosecutors, judges, pre-trial service providers, court administrators, and probation and parole officers—are, in many cases for the first time, collaborating with each other and with victim advocates to develop and implement coordinated, multidisciplinary responses to combat and prevent violence against women. With funds authorized through VAWA, communities across the country have invested in programs to:

- # provide direct services to thousands of victims of domestic violence, sexual assault, and stalking;
- # train hundreds of law enforcement officers, prosecutors, and judges about the intricacies of cases involving violence against women and effective responses that are sensitive to the needs and safety of victims while holding perpetrators responsible for their crimes;
- # develop policies and protocols in police departments and prosecutors' offices to enhance their responsiveness to crimes of violence against women; and
- # develop and support specialized units to coordinate the criminal justice system's response.

These initial investments are, however, a small down payment. Much work still remains to be done. As State and local policymakers continue to develop, implement, and refine their efforts to address violence against women, they must look beyond traditional partners and draw upon the resources of the entire community. The Office of Justice Programs is committed to supporting efforts by communities to think creatively and develop innovative ideas for preventing, detecting and ending violence against women and making this country a safe place for everyone.

Laurie Robinson
Assistant Attorney General

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Eligibility Table

| Within These Rural States: | The Eligible Applicants Are: |
|--|--|
| Alaska, Arizona, Arkansas, Colorado Idaho, Iowa, Kansas, Maine, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Utah, Vermont, and Wyoming | 1) The State 2) Local Governments 3) Public Entities 4) Private Entities |
| Within These Non-rural States: | The Eligible Applicant Is: |
| Alabama, American Samoa, California, Connecticut, Delaware, Florida, Georgia, Guam, Hawaii, Illinois, Indiana, Kentucky, Louisiana, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, New Hampshire, New Jersey, New York, North Carolina, N. Mariana Islands, Ohio, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Tennessee, Texas, Virgin Islands, Virginia, Washington, West Virginia, and Wisconsin | 1) The State, which may apply on behalf of one or more of its rural jurisdiction(s) |
| Within These Indian Tribal Governments: | The Eligible Applicants Are: |
| Federally Recognized American Indian and Alaska Native tribal governments | 1) An individual tribal government 2) A consortium of tribal governments 3) A tribal government on behalf of a non-tribal government organization 4) Other organized communities of Indians that are recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians |

BACKGROUND

Recognizing that abused women and children living in rural America are faced with unique barriers to receiving assistance, Congress created the Rural Domestic Violence and Child Victimization Enforcement Grant Program (hereinafter referred to as the Rural Program). The Rural Program implements certain provisions of the Violence Against Women Act, passed by Congress as Title IV of the Violent Crime Control and Law Enforcement Act of 1994.

Rural battered women and children face challenges not encountered by women living in urban areas. The geographic isolation and stronger social and cultural pressures in rural communities significantly compound the problems confronted by women and children seeking to end the violence. The unique circumstances of rural communities also complicate the ability of the criminal justice system to investigate and prosecute domestic violence and child victimization cases, and they present barriers that create difficulties for victim services providers to identify and assist abused women and children.

Through the Rural Program, the Office of Justice Programs (OJP) has provided financial assistance to States, Indian tribal governments, local governments of rural States, and other public and private entities in rural States since FY 1996. The Rural Program reflects OJP's firm commitment to enhance rural communities' response to crimes of domestic violence that are committed against women, including acts committed by a current or former intimate partner that threaten, intimidate or cause physical harm. In addition, it reflects OJP's commitment to reduce and prevent child victimization.

The primary purpose of the Rural Program is to enhance the safety of women and children by supporting projects uniquely designed to address and prevent domestic violence and child victimization in rural America. The Program welcomes applications that propose innovative solutions to obstacles for abused women and children created by the rural nature of a particular community. Insightful partnerships, typically not found in urban settings, that may provide the only source of support for abused women and children living in rural localities are encouraged.

SCOPE OF PROGRAM

The FY 1999 Rural Domestic Violence and Child Victimization Grant Program (Rural Program) provides a unique opportunity for jurisdictions to further examine and design policies and programs to address their unique social and geographic conditions. Applicants are encouraged to develop projects that address the needs of rural law enforcement and prosecution agencies, the courts, and non-profit non-governmental victim services agencies that respond to domestic violence cases. Applicants are encouraged to create or enhance partnerships between rural justice agencies and community organizations, health care providers and businesses that promote cultural change, and policies and practices that enhance the safety of women and children and that hold offenders accountable for violent, abusive behavior.

Program Purpose Areas

The Rural Program will support projects that:

- ◆ Develop and implement policies, protocols, and services designed to promote the early identification, intervention, and prevention of domestic violence and child victimization;
- ◆ Increase victims' safety and access to services, such as shelter and safe houses, advocacy and counseling;
- ◆ Enhance the investigation and prosecution of domestic violence and child abuse cases; and
- ◆ Develop and implement innovative, comprehensive strategies that draw on a rural jurisdiction's unique characteristics and resources to enhance community members' understanding of the phenomena of domestic violence and child victimization and work together to prevent such violence.

Strategies to Enhance Victim Safety

In 1998, the Office of Justice Programs hosted a cross-disciplinary symposium convening practitioners from rural communities to discuss crime in rural areas and develop recommendations to address this problem. Domestic violence was one of five critical issues addressed at the symposium. The symposium, and lessons learned from Rural Program grantees, have provided insight into how rural communities are successfully responding to domestic violence. To build upon this knowledge, OJP is especially interested in supporting projects that would:

- ▶ Establish safe shelter for battered women and their children in rural areas where a shelter does not currently exist, such as a safe house network or a transportation program to enable women to access a shelter in an adjacent county or state.
- ▶ Enhance the capacity of advocates for battered women to provide individual and system advocacy (i.e., efforts to improve the criminal justice or other systems' responses to victims) for women in rural, remote areas. Advocacy skills-building, training programs or mentoring activities must include participation from State or Native domestic violence coalitions or local non-profit, non-governmental organizations serving battered women. Projects must include partnerships with domestic violence programs, women's groups or community organizations that represent the views and concerns of domestic violence survivors.
- ▶ Increase the accessibility of emergency services to battered

The Bonner County Homeless Task Force (BCHTF) is using grant funds to partner with the Bonner County Sheriff's Department. BCHTF supports advocates who respond to domestic violence calls with law enforcement officers, and who conduct outreach and follow-up services to victims. In addition, BCHTF used funds to open a shelter for battered women and their children in northern Idaho. Since the shelter opened its doors in January 1997, 121 women and 131 children have received shelter.

women by establishing or enhancing toll-free crisis lines, implementing cellular phone programs for victims, or creating satellite offices in more remote, rural areas.

- ▶ Create new or enhanced partnerships between non-profit, non-governmental domestic violence programs; community groups; and businesses to increase the number of individuals who are well-educated on the phenomena of domestic violence and child victimization and who can advocate on behalf of abused women and children in rural or remote areas, increasing the chances of victims receiving necessary support and services.
- ▶ Create public awareness campaigns directed toward rural communities utilizing public information vehicles (e.g., radio programming, church bulletins) available within the community to inform women of services and to promote a strong coordinated community response to domestic violence and child victimization.
- ▶ Connect regional or statewide victim advocacy programs through technology (e.g., the Internet, audio- or video-conferences, etc.) to create a rural service providers network to enhance the safety of women and children, share successful advocacy approaches and provide additional support to rural advocates and victim service providers.
- ▶ Evaluate the institutional response to domestic violence cases by conducting a Safety and Accountability Audit¹ of the system, i.e., a systematic method of analyzing how safety and accountability are or are not incorporated into the daily work routines of criminal justice professionals and the policies of their agencies.
- ▶ Develop partnerships among child protection workers and battered women's advocates to help address the intersection of domestic violence and child abuse, and to ensure the safety of women and their children.
- ▶ Develop programs that address the impact of domestic violence on children

Statewide domestic violence coalitions from North Dakota, Wyoming and Montana formed a partnership to develop the Tri-State Rural Collaboration Project. The Tri-State Project provides awareness and education to businesses and organizations, enabling them to act as "first responders" to battered women in rural communities. The Project has used grant funds to develop guidebooks for cosmetologists, the clergy, educators, social workers and health care providers; over 15,000 copies have been disseminated. Guidebooks instruct readers on how to listen to women and identify abuse, and refer them to available resources.

The Oregon State Office for Services to Children and Families (SCF) has partnered with the Oregon Coalition Against Domestic and Sexual Assault to increase the safety of battered women and their children who are referred to child protective services (CPS). The project places domestic violence advocates in three local SCF offices to provide consultation to CPS workers and direct service to clients.

¹Pence, E. and Lizdas, K. The Duluth Safety and Accountability Audit: A Guide to Assessing Institutional Responses to Domestic Violence, 1998.

who witness it, such as enhancing the capacity of programs that serve battered women to also serve their children; establishing a multi-disciplinary approach to working with children who witness domestic violence, which includes battered women's advocates, clinicians, law enforcement representatives, educators, and pediatricians; and facilitating supervised visitation and exchange services in child custody cases that involve domestic violence in order to prevent further traumatization of the children and abused parents.

- ▶ Develop domestic violence policies, protocols and tribal codes reflective of the rural community to be served to enhance the investigation and prosecution of incidents of domestic violence, e.g., developing a one-officer protocol. Protocols should be designed to make optimum use of all available resources within the community.
- ▶ Implement projects that serve diverse and traditionally underserved populations in rural communities. Projects must be developed in partnership with representatives of the affected communities and tailored to respond to the needs of those specific communities.
- ▶ Implement policies, protocols and practices that enhance the issuance and enforcement of civil protective orders within a single jurisdiction as well as across county, state and/or tribal jurisdictions.

Chatham County, North Carolina, is using grant funds to enhance domestic violence services in the Latino community. The project has established an outreach office where a large percentage of the Latino population resides, and it has recruited and trained members from the Latino community to work as domestic violence advocates. Advocates provide crisis counseling and referral services and consult with immigrant battered women about their rights. In addition, the project provides training to criminal justice and human service personnel on providing a culturally specific response to Latina victims.

Activities that May Compromise Victim Safety

Ensuring victim safety is the guiding principle underlying the Rural Program. Experience has shown that certain practices compromise victim safety rather than enhance it. For example, forcing a battered woman to testify against her abusive partner may place her at greater risk of continuing or escalating violence. Some responses by the legal system may minimize or trivialize the offender's criminal behavior. Accordingly, consistent with the goals of assuring victim safety and holding perpetrators accountable, applicants are discouraged from proposing any of the activities listed below:

- ◆ Offering perpetrators the option of entering pre-trial diversion programs. Diversion programs and alternative dispositions can send a message to victims and perpetrators that abuse is not a serious crime. These programs also become problematic when they are of a relatively short duration, do not require that the offender's behavior be monitored regularly, or are used merely as a means of managing the docket rather than serving the interests of justice.

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- ◆ Mediation or counseling for couples as a systemic response to domestic violence. Mediation and couples counseling imply that both parties are responsible for the violent behavior of the perpetrator or primary aggressor. It is wholly inappropriate to sanction the battered woman or hold her equally accountable for the offender's behavior. Furthermore, mediation requires two parties with equal power to voluntarily reach an agreement about the issue at hand. In abusive relationships, the power and control exercised by batterers over time leaves victims in a state of constant fear, dependency, and weakness. This power imbalance makes it nearly impossible for any agreement between the two parties to be voluntary.
 - ◆ Batterer treatment programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior. Batterer re-education programs funded through the Rural Program must be part of a graduated range of sanctions that uses the coercive power of the criminal justice system to hold abusers accountable for their criminal actions and for changing their behavior. Above all, victim safety must be a priority; for that to occur, batterers must take responsibility and be accountable for their violence. Programs that focus only on controlling anger and impulses, managing emotions, developing communication skills and dealing with stress are not designed to hold batterers to this level of accountability.
 - ◆ Procedures that would force battered women to testify against their abusers or impose other sanctions on them. When handling domestic violence cases, police officers' and prosecutors' decisions must be grounded in ensuring that the victim is safe. To that end, criminal justice professionals should work in close concert with victims to help guide decisions. While there are certainly instances in which prosecutors should proceed without the testimony of victims, battered women should always be consulted because they are the best judges of the dangerousness of their situation.

ELIGIBILITY FOR FUNDS

States, Indian tribal governments, local governments of rural States, and public and private entities of rural States are eligible to apply for grants to address domestic violence and child victimization under this Program. See Violent Crime Control and Law Enforcement Act, § 40295, 42 U.S.C. § 13971 (1994). Grantees receiving project funding under the FY 1998 Rural Domestic Violence and Child Victimization Enforcement Grant Program are not eligible to apply for continuation funds in FY 1999 (this does not include those States and Territories that received FY 1998 Planning Grants).

For the purposes of this grant program, States are classified into two categories, rural States and non-rural States. The classification of a State as rural or non-rural determines the eligibility of local governments, and public or private entities within a State, to apply directly to the Office of Justice Programs for funds under this Program, and restricts the usage of program funds in non-rural States to rural jurisdictions. States may submit joint applications for projects that would be implemented in more than one State.

To ensure the consistency of State goals with respect to reducing violence against women, States are encouraged to administer this Program through the same agency that administers the STOP Violence Against Women Formula Grant funds, unless there is a compelling reason to place responsibility for rural programs with a different agency.

Rural States

For the purposes of this grant program, a *rural State* is a State that has a population density of 52 or fewer persons per square mile or a State in which the largest county has fewer than 150,000 people, based on the decennial census of 1990 through fiscal year 1997. See Violent Crime Control and Law Enforcement Act § 40295(b) (1994) (codified at 42 U.S.C. § 13971); § 1501(b) of the Omnibus Crime Control and Safe Streets Act (1968) (codified, as amended, at 42 U.S.C. § 3796bb(b)).

The following States are classified as rural for the purposes of this Program: *Alaska, Arizona, Arkansas, Colorado, Idaho, Iowa, Kansas, Maine, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Utah, Vermont, and Wyoming*. Applicants within rural States that are eligible to apply for grants under this Program are the State government, local units of government, public entities and private entities.

In recognition of the unique circumstances of rural areas, public and private entities located in rural States are eligible to apply for funding and are especially encouraged to apply in partnership with non-profit, non-governmental victim advocacy or service programs. Public and private entities may include 4-H clubs, the Farm Bureau, Cooperative Extension Services, the YWCA, American Indian or Alaska Native organizations, churches, ecumenical organizations or other groups with visibility and established credibility within a community. Organizations or individuals who have regular contact with rural households (e.g., businesses, service organizations, social groups, the clergy, visiting nurses or doctors, nurse-midwives, veterinarians, or utility company employees) are also encouraged to collaborate with non-profit, non-governmental victim advocacy or service programs and law enforcement to develop innovative approaches to enhance victim safety. Organizations affiliated with educational institutions that sponsor extra-curricular activities, such as parent-teacher associations, after-school programs, recreation programs or athletic leagues, also are eligible to apply.

Non-Rural States

The only eligible applicant from a non-rural State is the State government. A non-rural State government may apply on behalf of one or more of its rural jurisdiction(s). The definition of a *rural jurisdiction* within a given State is determined by the respective State government. Again, States are encouraged to administer this Program through the same agency that administers the STOP Violence Against Women Formula Grant funds, unless there is a compelling reason to place responsibility for rural programs with a different agency. The following States are classified as non-rural for the purposes of this Program: *Alabama, American Samoa, California, Connecticut, Delaware, Florida, Georgia, Guam,*

Hawaii, Illinois, Indiana, Kentucky, Louisiana, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, New Hampshire, New Jersey, New York, North Carolina, N. Mariana Islands, Ohio, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Tennessee, Texas, Virgin Islands, Virginia, Washington, West Virginia, and Wisconsin.

If a State government elects to submit an application on behalf of more than one jurisdiction, the application must reflect a cohesive plan for addressing violence against women and children in the State's rural jurisdictions. This is an opportunity for non-rural States to develop and set policy for rural domestic violence and child victimization programming. Some examples of cohesive State plans include: supporting rural organizers to help establish services for victims in several rural, isolated areas of the State; funding one rural jurisdiction to develop a model rural domestic violence project for the State; supporting a Statewide initiative to enhance the response to domestic violence in underserved populations in rural jurisdictions; and developing a project to enhance the judicial response to domestic violence victims in rural and/or tribal jurisdictions.

Indian Tribes

For the purposes of this grant program, *Indian tribe* is defined as a tribe, band, pueblo, nation or other organized group or community of Indians, including an Alaska Native village (as defined in or established under the Alaska Native Claims Settlement Act, 43 U.S.C 1601 et seq.), that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. Any applicant representing a consortium of tribal governments and/or organizations must submit a resolution from the constituent tribal governments and/or organizations supporting the application.

Eligible applicants under this program include: an individual tribal government, a consortium of tribal governments, a tribal government on behalf of a non-tribal government, and/or an organized community of Indians that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

AVAILABILITY OF FUNDS

Congress has appropriated \$25 million for the Rural Domestic Violence and Child Victimization Enforcement Discretionary Grant Program for Fiscal Year 1999.

Award Period

The award period for these grants will be 18 months.

Award Amount

There is no specific amount for which applicants may apply; however, awards in excess of \$750,000 for statewide, multi-statewide and tribal consortium projects and \$300,000 for local and individual tribal projects are unlikely to be made.

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs. OJP reserves the right to make grants for greater or lesser amounts than requested, and to negotiate the scope of work with applicants prior to award of a grant.

APPLICATION GUIDELINES

Before beginning the application process, each potential applicant agency must determine whether it is eligible to apply to the Office of Justice Programs (OJP) for a grant under this application kit. Please refer to the *Eligibility for Funds* section on pages 6-8.

Coordination with STOP Formula Grant Program and Other Federal Efforts

To ensure the consistency of State goals with respect to reducing violence against women, States are encouraged to administer this Program through the same agency that administers the STOP Violence Against Women Formula Grant funds, unless there is a compelling reason to place responsibility for rural programs with a different agency. Applicants are required to submit a copy of their applications to the State agency that administers the STOP Formula Grant Program. In addition, applicants must indicate whether this project falls within the scope of the state's STOP and Byrne Formula Grant statewide strategies. Lists of STOP and Byrne State agencies can be found in Appendices F and G, respectively.

Violence Against Women Office Technical Assistance Program

Grant recipients must agree to work closely with staff from OJP's Violence Against Women Office; Praxis International, Inc., the Rural Program Technical Assistance Project; as well as other OJP-designated technical assistance providers. Grant recipients will be asked to identify advocates from local domestic violence programs, law enforcement officers, prosecutors, judges and other representatives from the criminal justice system and the community to participate in institutes, workshops and other technical assistance events. As participation in technical assistance events will often involve out-of-state travel, applicants are required to include funds in the project budget for travel to these activities.

Coordination with Non-profit, Non-governmental Domestic Violence Programs

All applicants are required to enter into formal, respectful collaborations with non-profit, non-governmental organizations serving battered women. Battered women's advocates must be involved in the development and implementation of the project.

Confidentiality

As a special condition of the awards, all grantees will be asked to forward to the Office of Justice Programs any written policies they have prohibiting the disclosure of a victim's name, address, telephone number, or any other identifying information without the prior voluntary written consent of the victim or victim's legal guardian. Any grantee organization that does not already have such policies must develop them within 60 days of their receipt of the grant award and forward copies of these written policies to the Office of Justice Programs. All grantees must certify that these policies were developed in close collaboration with domestic violence victim service programs in their respective communities. All grantees must also certify that the policies they have adopted comport with the confidentiality and privacy rights and obligations created by any state law, court rules, or rules of professional conduct applicable to the work performed by the grantees. Additionally, grantees must certify that all subgrantees will abide by these policies and conditions.

Information Collection

Grantees are strongly encouraged to collect and maintain data that measures the impact of the jurisdiction's current and prior efforts to combat violence against women and children. Specifically, OJP is seeking data that includes baseline information to illustrate the impact before and after implementation of any grant-supported strategies. Data of particular interest to OJP includes, but is not limited to, increases or decreases in the number of: domestic homicides; domestic violence and child abuse case dismissals; 911 calls; recidivism rates; conviction rates for domestic violence and child abuse cases; protection order violations; and dual arrests.

APPLICATION CONTENT

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

1. **Application for Federal Assistance (SF-424) (Appendix A)**

For purposes of the SF-424, the Catalog of Federal Domestic Assistance number for this Program is 16.589, and the title is Rural Domestic Violence and Child Victimization Enforcement Discretionary Grants Program (Block 10). The Federal cognizant audit agency and fiscal year of the applicant organization should be listed in block 11 of the form. A sample of a completed SF-424 is included in Appendix A.

2. **Abstract (not to exceed 1 page)**

A one-page summary describing the proposed project and how it would fit into the applicant's overall strategy to reduce rural domestic violence and child victimization should be prepared. The summary must clearly indicate in what jurisdictions the project will be implemented (grantees from non-rural States must list the rural jurisdictions in which the project will be implemented).

3. Project Narrative

The Project Narrative may not exceed 15 double-spaced, typed pages on one-sided 8 ½ x 11 inch paper. Margins must not be less than 1 inch, and type no smaller than 12 point and 12 characters per inch must be used. The narrative should include the following:

a. **Need for the Project (approximately 2 pages):**

This section should: 1) describe the problem to be addressed; 2) identify the target population and state how the target population would benefit from the proposed project; and 3) describe the communities in which the project would be implemented, including location, population, and other relevant demographic information.

b. **What Will be Done (approximately 8 pages):**

This section should detail the project goals and objectives, describing the specific tasks and activities necessary for accomplishing each, identifying who is responsible for accomplishing the tasks and activities, and including a time frame that identifies when activities will be accomplished.

d. **Who Will Implement the Project (approximately 1 page):**

All applicants must identify the agency/ies or office/s responsible for carrying out the project. This section should clearly identify all of the project partners, specifying their respective roles and responsibilities, and the collaborative relationship to be developed/enhanced among components of the criminal justice system practitioners, battered women's advocates, health care providers, child protection workers, and other community service providers.

All applications must include the required Memorandum of Understanding (described on page 13 of the Application Kit) as a separate attachment to the application.

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

e. **The Products (approximately 1 page):**

This section should describe the products that will be generated and how they could be used to assist other rural jurisdictions in addressing domestic violence and child victimization. Grantees will be required to submit all products to the Violence Against Women Office for review prior to public release.

f. **How Success Will be Measured (approximately 1 page):**

This section should describe the criteria that would be used to evaluate the project's effectiveness. It should explain how the evaluation would be conducted and identify the specific data collection and analysis techniques to be used. The evaluation should be designed to provide an objective assessment of the effectiveness or impact of the procedures, technology, or services supported with grant funds. Whenever appropriate, the evaluation process should be designed to provide ongoing or periodic feedback on the effectiveness or utility of particular programs, educational offerings, or achievements, which could then be further refined as a result of the evaluation process.

If available, applicants are strongly encouraged to submit, as a brief appendix, data demonstrating the impact of the jurisdiction's current and prior efforts to combat violence against women. Specifically, OJP is seeking data that includes baseline information to illustrate the impact before and after implementation of any strategies to address domestic violence. Data of particular interest to OJP includes, but is not limited to, increases or decreases in: domestic homicides; domestic violence and child abuse case dismissals; 911 calls; recidivism rates; conviction rates for domestic violence and child abuse cases; protection order violations; and dual arrests.

g. Related Federal Projects (approximately 2 pages):

To facilitate better coordination with the STOP Violence Against Women Formula Grants Program and among other Federal agencies, each applicant must show how the proposed project would complement other initiatives supported with Federal funds. Applicants are required to provide the following information in the application:

1) a list of active Federal grant awards (from the Department of Justice or otherwise) already supporting this or related efforts², including the program/project title; the Federal grantor agency; the Federal award amount; and a very brief description of its purpose;

2) information on any pending application/s for Federal money for this or related efforts;

3) how these would be coordinated with the funding sought through this application; and

²*Related efforts* is defined for these purposes as for:

- 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 (e.g., to implement a planning effort funded by other Federal monies, or to provide a substance abuse treatment or education component within a criminal justice project); and/or
- providing services of some kind (e.g., technical assistance, research, evaluation) to the program/project described in this application.

4) how the proposed project complements the State's STOP Violence Against Women Implementation Plan and Byrne Formula Grant Statewide Strategy (lists of STOP and Byrne State agencies are in Appendices F and G, respectively). Note: Applications that do not fall within the scope of these Statewide strategies will not be disqualified from the review process.

5. 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. There is no specific amount for which applicants may apply; however, awards in excess of \$750,000 for statewide, multi-statewide and tribal consortium projects and \$300,000 for local and individual tribal projects are unlikely to be made.

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; however, match contributions should not be included in the budget or budget narrative.

Consultant rates in excess of \$450 per day require prior approval by the Violence Against Women Office.

All applicants must include a line item in their budgets allocating funds (\$25,000 for statewide, multi-statewide and tribal consortium projects, and \$15,000 for local and individual tribal projects) for technical assistance and capacity-building activities (e.g., training institutes, site consultations, audio- and video-conferences) sponsored by OJP-designated technical assistance providers. This amount should be included in the "travel" category.

Applicants are also urged to include funds in their budgets to attend Financial Management Training Seminars sponsored by the Office of the Comptroller, Office of Justice Programs. These seminars instruct participants in the financial administration of Office of Justice Programs formula and discretionary grant programs.

A Budget Detail Worksheet has been included in Appendix D for your use. The budget should describe clearly:

- a. the proposed amount and uses of grant funds over the grant period; and
- b. how the amounts of the specific budget items were determined.

6. Memorandum of Understanding

Each application must include, as an attachment, a memorandum of understanding created and signed by the chief executive officers and/or directors of: relevant criminal justice agencies participating in project development or implementation, e.g., law enforcement, prosecution, the courts, and probation; non-profit, non-governmental domestic violence programs, women's groups or community organizations that represent the views and concerns of domestic violence survivors; and other relevant community agencies or organizations that will collaborate to implement the project. **Note: All projects must include participation from battered women's advocates.** The memorandum of understanding must:

1. identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
2. specify the extent of each party's participation in developing the application;
3. clearly state the roles and responsibilities each organization or agency would assume to ensure the success of the proposed project;
4. indicate approval of the proposed project budget by all signing parties; and
5. describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (for example, office space, project staff, training).

Letters of support may be included, but they may not be submitted in lieu of the memorandum of understanding. Letters of support not included with the application will not be accepted.

7. **Assurances** (Form 4000/3) (Appendix B)
8. **Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements** (Form 4061/6) (Appendix C)
9. **Non-Supplantation Letter** - A letter certifying that no supplantation of non-Federal funds will take place should a grant award be made must accompany the application (see *Administrative Requirements - Supplanting Prohibition*).

Each of the forms in the Appendices must be signed by a duly authorized official.

SELECTION CRITERIA

All applications will be rated on the basis of the criteria set forth below:

1. The proposal demonstrates collaboration between battered women's advocates; representatives of the criminal justice system, such as law

enforcement, prosecution, the courts, and probation; health care providers; and other relevant community organizations, through a memorandum of understanding (MOU). The MOU clearly defines the roles and responsibilities each organization or agency will assume to ensure success of the proposed project.

2. The project demonstrates meaningful attention to the safety of victims and would hold perpetrators accountable for their criminal behavior.
3. The proposal addresses an issue that is consistent with the statutory purposes of the Rural Program, particularly if it addresses one or more of the *Strategies to Enhance Victim Safety* outlined on pages 3-5 of this solicitation.
4. The proposal clearly details the need for the project.
5. The soundness and innovativeness of the proposed project activities are clearly described.
6. The soundness of the planning and implementation strategy, organizational and staff capability, and general time frame are evident.
7. The budget is reasonable and relates directly to proposed project activities.
8. The applicant is willing to share the results of the project with other jurisdictions that may be interested in initiating a similar approach.
9. Statewide projects from non-rural States reflect a cohesive plan to address domestic violence and child victimization throughout the State.

REVIEW PROCESS

OJP will establish panels of experts and practitioners to review applications. Tribal applications will be reviewed by a panel of Native experts on domestic violence and child victimization. The panels will review the information provided in the application against the selection criteria for the program. The applications that demonstrate the greatest promise for impacting the manner in which domestic violence and child victimization are addressed in rural States and communities, in the opinion of the panel, will also be reviewed by OJP staff. Based on the panel recommendations and staff analysis of the applications, the Assistant Attorney General of the Office of Justice Programs will make the final funding decision.

SUBMISSION REQUIREMENTS

An original and two unbound copies of the application must be received by the close of business (5:00 p.m. EST) on May 21, 1999. All envelopes containing applications should be marked RURAL APPLICATION and sent to:

**Violence Against Women Office
Attention: Rural Program
Office of Justice Programs
810 7th Street, N.W.
Washington, D.C. 20531-0001**

(if you are sending your application via express mail, the zip code is 20001)

Applicants are responsible for ensuring that their applications are **received** by the deadline. Applications not received by the Office of Justice Programs by 5:00 p.m. EST on Friday, May 21, 1999, will not be considered. Extensions of the deadline for receipt of applications will not be granted. Receipt of each application will be acknowledged in writing.

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

ADMINISTRATIVE REQUIREMENTS

Assurances

The application form includes a list of assurances that the applicant must comply with in order 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. This form must be submitted along with your completed application.

Supplanting Prohibition

Federal funds must be used to supplement existing funds for program activities and may not replace (supplant) non-Federal funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. 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.

Purchase of American-Made Equipment and Products

It is the sense of the Congress, as conveyed through the FY 1997 Appropriations Act, that to the greatest extent practicable, all equipment and products purchased with grant funds should be American-made.

Human Subject Testing

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.

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

The applicant is required to complete, sign, and include a copy in its application of

the Certification Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements forms. By signing this certification, the applicant agrees 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 or will 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.

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.

Civil Rights Compliance

All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various 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 of Civil Rights of the Office of Justice Programs. All applicants should consult the Assurances required with the application funds to understand the applicable legal and administrative requirements.

REPORTING REQUIREMENTS

Financial Status Report

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 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. The Office of the Comptroller will provide a copy of this form in the initial award package. Future awards and fund drawdowns may be withheld if the progress and financial status reports are delinquent.

Single Audit Report

Recipients who expend \$300,000 or more of Federal funds during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the U.S. General Accounting Office Government Auditing Standards. The audit report is currently due to the Federal Audit Clearinghouse not later than 13 months after the end of the recipient's fiscal year. For fiscal years beginning on or after July 1, 1998, the audit report will be due nine months after the end of the recipient's fiscal year.

Semi-annual Progress Report

Recipients of funding are required to submit semi-annual progress reports. The progress reports describe activities during the reporting period and the status or accomplishment of objectives as set forth in the approved application for funding. Progress reports must be submitted within 30 days after the end of the reporting periods, which are 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 forms will be provided to the recipient by the Office of Justice Programs.

Suspension or Termination of Funding

The Office of Justice Programs 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 Violence Against Women Act of 1994, program guidelines issued thereunder, or other provisions of Federal law;
- # Failure to make satisfactory progress toward the goals or strategies set forth in this application;

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- # Failure to adhere to the requirements in the agreement, standard conditions, or special conditions;
 - # Proposing or implementing 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; or
 - # Other good cause shown.

Before imposing sanctions, the Office of Justice Programs will provide reasonable notice to the recipient of its intent to impose sanctions and will attempt informally to resolve the problem. Hearing and appeal procedures will follow those in Department of Justice regulations described in 28 CFR, part 18.

APPENDIX A

Standard Application Form (SF-424)
and Sample SF-424

APPLICATION FOR FEDERAL ASSISTANCE

OMB Approval No. 0348-0043

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

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

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

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

APPENDIX B

Assurances

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. .

APPENDIX C

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



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

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

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

1. LOBBYING

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

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

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

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

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

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

A. The applicant certifies that it and its principals:

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

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

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

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

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

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

3. DRUGFREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

DISCLOSURE OF LOBBYING ACTIVITIES

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

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

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

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

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

Public reporting burden for this collection of information is estimated to average 30 minutes per response including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046); Washington, D.C. 20503.

APPENDIX D

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.

| <u>Name/Position</u> | <u>Computation</u> | <u>Cost</u> |
|----------------------|--------------------|-------------|
|----------------------|--------------------|-------------|

TOTAL _____

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

| <u>Name/Position</u> | <u>Computation</u> | <u>Cost</u> |
|----------------------|--------------------|-------------|
|----------------------|--------------------|-------------|

TOTAL _____

Total Personnel & Fringe Benefits _____

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, 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> |
|--------------------------|-----------------|-------------|--------------------|-------------|
|--------------------------|-----------------|-------------|--------------------|-------------|

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.

| Item | Computation | Cost |
|-------------|--------------------|-------------|
|-------------|--------------------|-------------|

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.

| Supply Items | Computation | Cost |
|---------------------|--------------------|-------------|
|---------------------|--------------------|-------------|

TOTAL _____

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

| <u>Purpose</u> | <u>Description of Work</u> | <u>Cost</u> |
|----------------|----------------------------|-------------|
|----------------|----------------------------|-------------|

TOTAL _____

G. Consultants/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 \$50 per day require additional justification and prior approval from OJP.

| <u>Name of Consultant</u> | <u>Service Provided</u> | <u>Computation</u> | <u>Cost</u> |
|---------------------------|-------------------------|--------------------|-------------|
|---------------------------|-------------------------|--------------------|-------------|

Subtotal _____

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

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

Subtotal _____

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

| <u>Item</u> | <u>Cost</u> |
|-------------|-------------|
|-------------|-------------|

Subtotal _____

TOTAL _____

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

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.

| Budget Category | Amount |
|---------------------------------|---------------|
| 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 _____

OMB Approval No. 1121-0188

Expires 5-98 (Rev. 12/97)

SAMPLE

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> |
|---------------------------|--|-----------------|
| Ellen Smith, Investigator | $(\$50,000 \times 100\% \times 1.5)$ | \$75,000 |
| 2 advocates | $(\$50,000 \times 100\% \times 1.5 \times 2)$ | \$150,000 |
| Administrative Assistant | $(\$40,000 \times 50\% \times 1.5)$ | <u>\$30,000</u> |
| | | \$255,000 |
| Cost of living increase | $(\$225,000 \times 2\% \times .5\text{yr.})$ | \$2,250 |
| Overtime per investigator | $(\$37.5/\text{hr} \times 100 \text{ hrs} \times 3)$ | \$11,250 |

The investigator and the advocates will be assigned exclusively to domestic violence unit. A 2% cost of living adjustment is scheduled for all full-time personnel 6-months prior to the end of the grant. Overtime will be needed during some investigations. A half-time secretary will prepare reports and provide other support to the unit.

TOTAL \$268,500

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

| Name/Position | Computation | Cost |
|---------------------------|--------------------|------------------------|
| Employer's FICA | \$255,000 x 7.65% | \$19,507 |
| Retirement | \$255,000 x 6% | \$15,300 |
| Health Insurance | \$255,000 x 12% | \$30,600 |
| Workman's Compensation | \$255,000 x 1% | \$ 2,550 |
| Unemployment Compensation | \$255,000 x 1% | \$ 2,550 |
| TOTAL | | <u>\$70,507</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.

| Purpose of Travel | Location | Item | Computation | Cost |
|-------------------------------------|-----------------|-------------|--|-------------------|
| Training | Minneapolis | Airfare | (\$150 x 2 people x 2 trips) | \$ 6 0 0 |
| | | 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 |
| OJP-designated Technical Assistance | | | | \$15,000 |

The two advocates will attend training on domestic violence and child abuse in Minneapolis in October.

TOTAL \$16,620

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.

| Item | Computation | Cost |
|---------------------------|--------------------|-------------|
| 3 - 486 Computer w/CD ROM | (\$2,000 x 3) | \$6,000 |
| Video Camera | | \$1,000 |

The computers will be used by the investigator and the advocates to analyze case and intelligence information. The camera will be used for investigative and crime scene work.

TOTAL \$7,000

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

| Supply Items | Computation | Cost |
|---------------------|----------------------|-------------|
| Office Supplies | (\$50/mo x 12 mo) | \$ 600 |
| Postage | (\$20/mo x 12 mo) | \$ 240 |
| Training Materials | (\$2/set x 500 sets) | \$1,000 |

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

TOTAL \$1,840

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> |
|----------------|------------------------------|-------------|
| Renovation | Add walls | \$5,000 |
| | Build work tables | \$3,000 |
| | Build evidence storage units | \$2,000 |

The renovations are needed to upgrade the forensic lab used to analyze evidence for homicide cases.

TOTAL \$10,000

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 | (\$150/day x 30 days) | \$ 4 , 5 0 0 |

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

Subtotal \$4,500

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

| Item | Location | Computation | Cost |
|-----------------|-----------------|-----------------------|-------------|
| Airfare | San Diego | \$400 x 6 trips | \$2,400 |
| Hotel and Meals | | (\$100/day x 30 days) | \$3,696 |

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

Subtotal \$5,400

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

| Item | Cost |
|-----------------------------|-------------|
| Not applicable | |
| TOTAL <u>\$5,400</u> | |

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

| Description | Computation | Cost |
|--------------------|--|-------------|
| Rent | (700 sq. ft. x \$15/sq. Ft.) (\$875 mo. x 12 mo.) | \$10,500 |

This rent will pay for space for the domestic violence unit. No space is currently available in city owned buildings.

| | | |
|-----------------------|------------------|----------|
| Telephone | (\$100/mo. x 12) | \$ 1,200 |
| Printing/Reproduction | (\$150/mo. x 12) | \$ 1,800 |

TOTAL \$13,500

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

| Description | Computation | Cost |
|--------------------|--------------------|-------------|
| TOTAL | | |

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

| <u>Budget Category</u> | <u>Amount</u> |
|----------------------------|--------------------------|
| A. Personnel | <u>\$ 268,500</u> |
| B. Fringe Benefits | <u>\$ 70,507</u> |
| C. Travel | <u>\$ 16,620</u> |
| D. Equipment | <u>\$ 7,000</u> |
| E. Supplies | <u>\$ 1,840</u> |
| F. Construction | <u>\$ 10,000</u> |
| G. Consultants/Contracts | <u>\$ 5,400</u> |
| H. Other | <u>\$ 13,500</u> |
| Total Direct Costs | <u>\$ 393,367</u> |
| I. Indirect Costs | <u>\$ 0</u> |
| TOTAL PROJECT COSTS | <u>\$ 393,367</u> |
| | |
| Federal Request | <u>\$ 393,367</u> |
| Non-Federal Amount | <u>\$ NA</u> |

APPENDIX E

Single Points of Contact

INTERGOVERNMENTAL REVIEW PROCESS

Executive Order 12372 requires applicants from State and local units of government or other organizations providing service 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. You must contact your State SPOC to find out if this program has been selected for review by your State.

In accordance with Executive Order #12372, "Intergovernmental Review of Federal Programs," Section 4, the Office of Management and Budget (OMB) shall maintain a list of official State entities designated by the States to review and coordinate proposed Federal financial assistance and direct Federal development. This listing is the OFFICIAL OMB LISTING. This listing is also published in the Catalogue of Federal Domestic Assistance biannually.

States that are not listed no longer participate in the intergovernmental review process but MAY still apply for grants. These include: Alaska; American Samoa; Colorado; Connecticut; Kansas; Hawaii; Idaho; Louisiana; Massachusetts; Minnesota; Montana; Nebraska; Oklahoma; Oregon; Pennsylvania; South Dakota; Tennessee; Virginia; and Washington. This list is based on the most current information provided by the States. Changes to the list will only be made upon formal notification by the State.

ARIZONA

Joni Saad
Arizona State Clearinghouse
3800 N. Central Avenue
Fourteenth Floor
Phoenix, Arizona 85012

Telephone (602) 280-1315
FAX: (602) 280-1305

ARKANSAS

Mr. Tracy L. Copeland
Manager, State Clearinghouse
Office of Intergovernmental Services, Department of
Finance and Administration
1515 W. 7th St., Room 412
Little Rock, Arkansas 72203

Telephone: (501) 682-1074
FAX: (501) 682-5206
tlcopeland@dfa.state.ar.us

CALIFORNIA

Grants Coordinator
Office of Planning & Research
1400 Tenth Street, Room 121
Sacramento, California 95814

Telephone (916) 323-7480
FAX (916) 323-3018

DELAWARE

Francine Booth
State Single Point of Contact
Executive Department
Thomas Collins Building
P.O. Box 1401
Dover, Delaware 19903

Telephone: (302) 739-3326
FAX: (302) 739-5661
fbooth@state.de.us

DISTRICT OF COLUMBIA

Charles Nichols
State Single Point of Contact
Office of Grants Mgmt. & Development.
717 14th Street, N.W. - Suite 500
Washington, D.C. 20005

Telephone: (202) 727-6554
FAX: (202) 727-1617

FLORIDA

Florida State Clearinghouse
Department of Community Affairs
2740 Centerview Drive
Tallahassee, Florida 32399-2100

Telephone: (904) 922-5438

FAX: (904) 487-2899
cherie.trainor@dcs.state.fl.us

GEORGIA

Deborah Stephens
Administrator
Georgia State Clearinghouse
254 Washington Street, S.W. - Room 401J
Atlanta, Georgia 30334

Telephone: (404) 656-3855 or
FAX: (404) 656-7901
ssda@mail.opb.state.ga.us

ILLINOIS

Virginia Bova
State Single Point of Contact
Department of Commerce and Community Affairs
620 East Adams
Springfield, Illinois 62701

Telephone: (217) 814-6028
FAX: (217) 814-1800

INDIANA

Frances Williams
State Budget Agency
212 State House
Indianapolis, Indiana 46204

Telephone: (317) 232-2972
FAX: (317) 233-3323

IOWA

Steven R. McCann
Division for Community Assistance, Iowa Department of
Economic Development
200 East Grand Avenue
Des Moines, Iowa 50309

Telephone: (515) 242-4719
FAX: (515) 242-4859
steve.mccann@ided.state.ia.us

KENTUCKY

Kevin J. Goldsmith, Director
Sandra Brewer, Executive Secretary
Intergovernmental Affairs
Office of the Governor
700 Capitol Center Avenue
Frankfort, Kentucky 40601

Telephone: (502) 564-2611
FAX: (502) 564-2849
sbrewer@mail.state.ky.us

MAINE

Joyce Benson
State Planning Office
184 State Street
38 State House Station

Augusta, Maine 04333

Telephone: (207) 287-3261
FAX: (207) 287-6489
joyce.benson@state.me.us

MARYLAND

Linda Janney, Manager
Plan and Project Review
Maryland Office of Planning
301 W. Preston Street - Room 1104
Baltimore, Maryland 21201-2365

Telephone: (410) 767-4490
FAX: (410) 767-4480
linda@mail.op.state.md.us

MICHIGAN

Richard Pfaff
Southeast Michigan Council of Governments
1900 Edison Plaza
660 Plaza Drive
Detroit, Michigan 48226

Telephone: (313) 961-4266
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APPENDIX F

State Agencies Administering the STOP Violence Against Women
Formula Grants Program

FY 1999 STOP Violence Against Women Formula Grants Program
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APPENDIX G

State Agencies Administering the Byrne Formula Grants Program

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The Edward Byrne Memorial State and Local Law Enforcement Assistance
Formula Grant Program**

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