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

OVW

Grants to State Sexual  
Assault and Domestic  
Violence Coalitions  
Program

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Fiscal Year 2004  
Solicitation

GMS REGISTRATION DEADLINE:  
**April 7, 2004**

APPLICATION DEADLINE:  
**April 21, 2004**

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

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

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

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

TTY  
202-307-2277

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

**Grants to State Sexual Assault and Domestic  
Violence Coalitions Program**  
World Wide Web Homepage  
[www.ojp.usdoj.gov/fundopps.htm](http://www.ojp.usdoj.gov/fundopps.htm)

## **About the Office on Violence Against Women**

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

## **About the State Sexual Assault and Domestic Violence Coalitions Grants Program**

Since enactment of the Violence Against Women Act (VAWA), groundbreaking work has taken place in communities as victim advocates, police officers, prosecutors, and judges forge relationships with each other to address violence against women. The VAWA has fundamentally changed the way that criminal justice agencies, victim advocacy organizations, and service providers within local communities address victim safety and offender accountability.

State sexual assault coalitions and state domestic violence coalitions have played a critical role in implementing

VAWA, serving as a collective voice to end violence against women through collaboration with federal, state, and local organizations. Statewide sexual assault coalitions provide direct support to member rape crisis centers through funding, training and technical assistance, public awareness, and public policy advocacy. Statewide domestic violence coalitions provide comparable support to member battered women's shelters for victims of domestic violence and victim service providers. In a small number of states and territories, these support services are provided through a single dual sexual assault and domestic violence coalition. In a few other states, multiple state sexual assault and/or domestic violence coalitions exist.

Pursuant to the Violence Against Women Act of 2000 (PL 106-386), the Attorney General is authorized to award grants to state sexual assault and domestic violence coalitions. The State Coalitions Program is intended to provide federal financial assistance to state coalitions to support the coordination of state victim services activities, as well as collaboration and coordination with federal, state, and local entities engaged in violence against women activities. This solicitation provides program and application guidelines for FY 2004 grants awarded under the State Sexual Assault and Domestic Violence Coalitions Grant Program.

## **Availability of Funds**

Funding to support the Grants to State Sexual Assault and Domestic Violence

Coalitions Program in Fiscal Year 2004 is contingent upon Congressional appropriation of funds. Therefore, awards under this program are subject to Congressional appropriation.

### **Award Period**

The award period for these grants will be 12 months. Budgets must reflect 12 months of project activity.

### **Award Amounts**

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs. State Sexual Assault and Domestic Violence Coalitions Program FY 2004 grants will be awarded based on the following guidelines:

- Awards in the amount of \$74,373 will be made to the eligible sexual assault and domestic violence coalition in each state, the District of Columbia, and the Commonwealth of Puerto Rico. Awards in the amount of \$18,593 will be available for each of the combined Territories of the United States (American Samoa, Guam, Northern Mariana Islands, Virgin Islands).
- States with eligible dual sexual and domestic violence coalitions will receive the combined allocation for the state. Dual coalitions must ensure an equitable distribution of funds to sexual assault and domestic violence related activities.

### **Application Due Date**

Please note that final applications are due by 5:30 pm (EST) **April 21, 2004**, and will be accepted only through the U.S. Department of Justice's Office of Justice Programs online Grant Management System (GMS). In addition, applicants should register online by **April 7, 2004**. It may take up to one week for you to receive **confirmation that you are eligible to apply. Applications sent by fax will not be accepted.**

Please refer to the "How to Apply" section on page 14 of this solicitation for further instructions.

### **Program Eligibility Statutory Eligibility Requirements**

#### State Sexual Assault Coalitions

- Awards will be made to each State sexual assault coalition, as determined by the Center for Injury Prevention and Control of the Centers for Disease Control and Prevention under the Public Health Service Act (42 U.S.C. § 280b et seq.).

#### State Domestic Violence Coalitions

- Awards will be made to each State domestic violence coalition, as determined by the Secretary of Health and Human Services through the Family Violence Prevention and Services Act (42 U.S.C. § 10410 et seq.).

## **Eligible Applicants**

Per the statutory eligibility requirements, **only** the following entities may apply:

### **State Sexual Assault Coalitions**

Alabama Coalition Against Rape  
Arizona Sexual Assault Network  
Arkansas Coalition Against Sexual Assault  
California Coalition Against Sexual Assault  
Colorado Coalition Against Sexual Assault  
Connecticut Sexual Assault Crisis Services  
DC Rape Crisis Center  
CONTACT Delaware, Inc.  
Florida Council Against Sexual Violence  
Georgia Network to End Sexual Assault  
Guam Healing Hearts Crisis Center / Department of Mental Health  
Hawaii Coalition for the Prevention of Sexual Assault  
Illinois Coalition Against Sexual Assault  
Indiana Coalition Against Sexual Assault  
Iowa Coalition Against Sexual Assault  
Kentucky Association of Sexual Assault Programs  
Louisiana Foundation Against Sexual Assault  
Maine Coalition Against Sexual Assault  
Maryland Coalition Against Sexual Assault  
Minnesota Coalition Against Sexual Assault  
Mississippi Coalition Against Sexual Assault  
Missouri Coalition Against Sexual Assault

Nevada Coalition Against Sexual Assault  
New Jersey Coalition Against Sexual Assault  
New Mexico Coalition of Sexual Assault Programs, Inc.  
New York State Coalition Against Sexual Assault  
North Carolina Coalition Against Sexual Assault  
Ohio Coalition on Sexual Assault  
Pennsylvania Coalition Against Rape  
Sexual Assault & Trauma Resource Center of Rhode Island  
Texas Association Against Sexual Assault  
Utah Coalition Against Sexual Assault  
Virginians Aligned Against Sexual Assault  
Washington Coalition of Sexual Assault Programs, Inc.  
West Virginia Foundation for Rape Information and Services  
Wisconsin Coalition Against Sexual Assault

### **State Domestic Violence Coalitions**

Alabama Coalition Against Domestic Violence  
Arizona Coalition Against Domestic Violence  
Arkansas Coalition Against Domestic Violence  
California Alliance Against Domestic Violence  
Colorado Coalition Against Domestic Violence  
Connecticut Coalition Against Domestic Violence  
DC Coalition Against Domestic Violence  
Delaware Coalition Against Domestic

Violence

Florida Coalition Against Domestic Violence  
Georgia Coalition Against Domestic Violence  
Hawaii State Coalition Against Domestic Violence  
Illinois Coalition Against Domestic Violence  
Indiana Coalition Against Domestic Violence  
Iowa Coalition Against Domestic Violence  
Kentucky Domestic Violence Association  
Louisiana Coalition Against Domestic Violence  
Maine Coalition to End Domestic Violence Services  
Maryland Network Against Domestic Violence  
Minnesota Coalition for Battered Women  
Mississippi Coalition Against Domestic Violence  
Missouri Coalition Against Domestic Violence  
Nevada Network Against Domestic Violence  
New Jersey Coalition for Battered Women  
New Mexico Coalition Against Domestic Violence  
New York State Coalition Against Domestic Violence  
North Carolina Coalition Against Domestic Violence  
Ohio Domestic Violence Network  
Pennsylvania Coalition Against Domestic Violence  
Rhode Island Coalition Against Domestic Violence

Texas Council on Family Violence  
Utah Domestic Violence Advisory Council  
Virginians Against Domestic Violence  
Washington State Coalition Against Domestic Violence  
Wisconsin Coalition Against Domestic Violence  
West Virginia Coalition Against Domestic Violence

**Dual Sexual Assault and Domestic Violence Coalitions**

Alaska Network on Domestic Violence and Sexual Assault  
Coordinadora Paz Para La Mujer, Inc.  
Idaho Coalition Against Sexual and Domestic Violence  
Jane Doe, Inc.  
Kansas Coalition Against Sexual Assault & Domestic Violence  
Michigan Coalition Against Domestic Violence and Sexual Assault  
Montana Coalition Against Domestic and Sexual Violence  
Nebraska Domestic Violence and Sexual Assault Coalition  
New Hampshire Coalition Against Domestic and Sexual Violence  
North Dakota Council on Abused Women's Services/CASA  
Oklahoma Coalition Against Domestic Violence and Sexual Assault  
Oregon Coalition Against Domestic and Sexual Violence  
South Carolina Coalition Against Domestic Violence and Sexual Assault  
South Dakota Coalition Against Domestic Violence and Sexual Assault

Tennessee Coalition Against Domestic Violence and Sexual Assault  
Women's Coalition of St. Croix  
Vermont Network Against Domestic Violence and Sexual Assault  
Wyoming Coalition Against Domestic and Sexual Violence

### **Program Scope**

State Sexual Assault and Domestic Violence Coalitions Program funds may be used to:

- Coordinate state victim services activities; and
- Collaborate and coordinate with federal, state, and local entities engaged in violence against women activities.

Grant funds may be used for, but are not limited to the following activities related to the implementation of the Violence Against Women Act:

- providing technical assistance to member agencies;
- expanding the technological capacity of coalitions and/or member programs;
- developing or enhancing appropriate standards of services for member programs, including culturally appropriate services to underserved populations;
- conducting statewide, regional and/or community-based meetings or workshops for victim advocates, survivors, legal service providers, and criminal justice representatives;
- bringing local programs together

- to identify gaps in services and to coordinate activities;
- increasing the representation of underserved populations in coordination activities, including providing financial assistance to under-served communities to participate in planning meetings, task forces, committees, etc.;
- engaging in activities that promote coalition building at the local and/or state level;
- coordinating federal, state and/or local law enforcement agencies to develop or enhance strategies to address identified problems; and
- engaging in advocacy efforts with community organizations to effect policy and/or procedural change in order to improve the community's responses to domestic violence and sexual assault. (e.g. Coalitions might work with law enforcement, prosecution, faith-based and other community agencies to enhance their response to victims of domestic violence and sexual assault) No federal funding made available under this grant program, however, may be used, directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government without the express prior written approval of OJP. A more complete description of the Anti-Lobbying Act is included on page 11.

Grant funds may not be used for the following prohibited activities:

- engaging in lobbying-related activities, including the development and/or distribution of materials and travel to a state or national meeting for the sole purpose of lobbying; (*this prohibition pertains to lobbying of federal, state, local, and tribal governmental entities*)
- sub-contracting grant funds to member programs for the provision of direct services;
- hiring a grant writer or paying any portion of staff salaries for this purpose; or
- addressing child abuse outside the context of domestic violence and/or sexual assault.

### **Application Content**

The deadline for submitting applications is April 21, 2004. All applications must be submitted online through the OJP GMS. Instructions for using GMS are provided in Appendix A, Quick Start Guide to Using GMS. All applications **MUST** include the following:

#### **New Requirement**

**Beginning October 1, 2003, a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application** for a new award or renewal of an award. The DUNS number will be entered into GMS by the applicant. The DUNS number will be required whether an applicant is submitting an application on paper, through OJP's Grants Management System, or using the government-wide electronic portal (Grants.gov). An application will not be considered complete until a valid DUNS number is provided by the applicant.

Individuals who would personally receive a grant or cooperative agreement from the Federal government are exempt from this requirement. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 1-800-333-0505.

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

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

**The SF-424 will be filled out online through GMS. The Catalog of Federal Domestic Assistance number for this program is 16.588 (block 10).** The Federal cognizant audit agency and fiscal year of the applicant organization should be listed in block 11 of the form.

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

#### **Abstract (not to exceed 2 pages)**

The abstract should provide a brief summary describing the proposed project and how it would address the coalition's overall strategy to address violence against women. In no more than two pages, please provide a succinct summary which answers the

following questions:

1. What is your coalition's eligibility type:

- State Sexual Assault Coalition
- State Domestic Violence Coalition
- Dual Coalition

2. What activities will be undertaken with grant funds?

3. Who will benefit from the grant (specific population or community)?

**Project Narrative** (Not to exceed 10 pages double spaced)

**Status of Current Project, If Applicable**

This section should describe what has been accomplished with previous funding under the Grants to State Sexual Assault and Domestic Violence Coalitions Program, if applicable, including:

- A list of the goals and objectives for the current project, describing the status of each;
- The status of completion of any project products; and
- Unanticipated obstacles to project implementation.

**What Will be Done**

This section should describe the project goals and objectives, describing the specific tasks and activities necessary for accomplishing each, and including a time line that identifies when activities will be accomplished.

**Products**

This section should describe the

products that will be generated and how they could be used to assist member programs and/or collaborative efforts with federal, state, or local entities engaged in violence against women intervention and prevention activities. Grantees will be required to submit all products to OVW for review and approval prior to public release.

**Related Federal Projects**

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:

- Active federal grant awards from OJP bureaus or program offices, the Office of Community Oriented Policing Services (COPS), or other federal agencies already supporting this, or related, efforts<sup>1</sup>.

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<sup>1</sup> Related projects is defined for these purposes as:

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

- Information on any pending applications for federal assistance for this or related efforts.
- Information on how the pending applications would be coordinated with the funding sought through this application. For each initiative, the program/project title, the federal grantor agency; the federal award amount; and a very brief description of its purpose must be included.
- Information on how the proposed project complements the State's STOP Violence Against Women Implementation Plan. A listing of OJP formula grant points of contact is available at [www.ojp.usdoj.gov/state.htm](http://www.ojp.usdoj.gov/state.htm).

**Budget Detail Worksheet and 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.

**Budget Requirements**

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

Applicants also are urged to include funds in their budgets to attend financial management training seminars sponsored by the Office of the Comptroller. These seminars instruct participants in the financial administration of OJP formula and discretionary grants programs. A schedule listing the financial training seminars is available at [www.ojp.usdoj.gov/oc/fmts.htm](http://www.ojp.usdoj.gov/oc/fmts.htm).

A *Budget Detail Worksheet* is included in this solicitation at Appendix B. You should submit the budget and budget narrative online; however, when preparing these items, please use the budget worksheet as a guide, including all the required budget categories. The budget should describe clearly:

- the proposed amount and use of grant funds over the grant period; and
- how specific budget item amounts were determined.

**Match Requirements**

A grant made under this Program may not cover more than 75% of the total costs of the project(s) funded. **The application must identify the source of the 25% non-Federal** portion of the budget and how the match funds will be used. Coalitions may satisfy this match requirement with either cash or in-kind services. The formula for calculating match is:

$$\frac{\text{Federal funds}}{75\%} = \text{Amount} \times 25\% = \text{match}$$

For a federal award amount of \$90,000, match would be:

$$\frac{\$90,000}{75\%} = \$120,000 \times 25\% = \$30,000$$

**Funds from other Federal sources may not be used to meet the match for this program.**

The purpose of matching funds is to augment the amount of resources available to the project from grant funds. The costs of activities counted as match must be directly related to the project goals and objectives and should be included as part of any evaluation or assessment. If half of an advocate's time is supported with grant funds, that advocate must track ALL of his or her time to demonstrate that 50% of it was devoted to the grant-funded project. In-kind match must be documented in the same manner as grant-funded activities. The source of the 25% non-Federal portion of the budget is governed by OJP's *Financial Guide* and the STOP Program statute. More information about match can be found on the OVW website at [www.ojp.usdoj.gov/vawo](http://www.ojp.usdoj.gov/vawo)

**In-Kind Match**

In-kind match may include donations of expendable equipment, office supplies, workshop or classroom materials, work space, or the monetary value of time contributed by professional and technical personnel and other skilled and unskilled labor if the services provided are an integral and necessary part of a funded project. The value placed on loaned or donated equipment may not exceed its fair rental value. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the organization or the labor market. Fringe benefits may be included in the valuation. Volunteer services must be

documented and, to the extent feasible, supported by the same valuation methods used by the recipient organization for its own employees. The value of donated space may not exceed the fair rental value of comparable space, as established by an independent appraisal of comparable space and facilities in a privately owned building in the same locality. The basis for determining the value of personal services, materials, equipment, and space must be documented.

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

- If an entity other than the coalition donates office space free of charge to the coalition for the project, the rental value of the space may be used as match. Similarly, the cost of utilities, insurance, security, janitorial services and the like may be used as in-kind match to the extent they are not being paid out of grant funds. Coalitions may also receive short term donations of space, such as a room to hold a meeting or a training event, which may be used as match.
- The salaries of any employees of the coalition who are working on grant-related purposes but are not paid with grant funds may be used. For example, training coordinators or other employees could be used as match to the extent that they are not paid by grant funds.

- If the project has a board of directors or advisory board and the members are not compensated for their time, the time spent by the council members may be used as match. Similarly, other groups, such as a training committee made up of representatives from victim services programs could be used as match to the extent that the members are not paid for their time through grant funds. Any other volunteers involved in the project, such as trainers and speakers or pro bono attorneys and other professionals, also may be used as match.
- Donated tangible goods may be used as match. For example, a program may receive donations of used furniture, the reasonable value of which may be used. A coalition may also solicit donations both from individuals and from companies.
- Coalitions also may receive donations of services that can be used as match. For example, a local printing company may agree to print some training materials at no cost to the coalition. Other examples of donated services may include web space and services, other computer services, legal services, and accounting services.
- Coalitions may use several forms of cash match as well. If the coalition receives cash donations or membership dues, this may be

used as match. Also, grants from private foundations or state and local governments, as well as money received through the United Way may be used as match.

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

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

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

**Anti-Lobbying Act**

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

The Office of Management and Budget (OMB) is currently in the process of amending the OMB cost circulars and the common rule (codified at 28 C.F.R. part 69 for DOJ grantees) to reflect these modifications. However, in the

interest of full disclosure, all applicants must understand that no federally appropriated funding made available under this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government, without the express approval by OJP. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

### **Certification of Nonsupplanting**

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

### **Indirect Cost Rate Agreement**

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

## **Additional Program Requirements**

### **Technical Assistance**

The OVW strongly encourages successful applicants to participate in training and technical assistance events sponsored by the OVW as determined by applicants to be beneficial. Applicants interested in attending technical assistance meetings

sponsored by the OVW are encouraged to include \$5,000 for travel expenses in their budget. (Please see a breakdown of estimated travel costs in the Sample Budget in Appendix B.)

### **Performance Measures and Evaluation**

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

Second, all OVW grant recipients are required to report on the effectiveness of their programs. Specifically, OVW is seeking information that will illustrate the effectiveness of grant supported activities, including baseline information and post-project information that can demonstrate enhanced services for victims as a result of this project. This information will be incorporated into the semi-annual progress report. Information that grantees must collect includes:

- The number of member programs belonging to the coalition;

- The number of trainings conducted by the coalition; and
- The number of participants attending coalition training events.

### **Reporting Requirements**

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

### **Office of Justice Programs (OJP) Financial Guide**

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

### **Single Point of Contact Review**

Executive Order 12372 requires applicants from State and local units of government or other organizations providing services within a State to submit a copy of the application to the State Single Point of Contact (SPOC), if

one exists, and if this program has been selected for review by the State. Applicants must contact the State SPOC to determine if the program has been selected for State review. The date that the application was sent to the SPOC or the reason such submission is not required should be indicated on the Form SF-424. The list of SPOCs can be found at:  
<http://www.whitehouse.gov/omb/grants/s poc.html>.

### **Faith-Based Organizations**

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

Although faith-based organizations are not statutorily eligible to apply for an award under this program, applicants are encouraged to partner with such organizations in the development and implementation of their project.

### **Civil Rights Compliance**

All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws, including Title VI of the Civil Rights Act of 1964 (“Title VI”) and section 809 of the Omnibus Crime Control and Safe Streets Act of 1968 (“Safe Streets Act”), as amended. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office of Civil Rights of the Office of Justice Programs. All applicants should consult the Assurances required with the application funds to understand the applicable legal and administrative requirements.

**Services to Limited-English-Proficient (LEP) Persons:**

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

to the following address:

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

**How To Apply**

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

The following documents must be submitted via GMS:

- the SF-424;
- Certifications and Assurances;
- the project abstract and project narrative; and
- the budget, budget summary and budget narrative.

The certification of Nonsupplanting should be submitted to **202-354-4147**, or electronically through GMS.

**Note: The Catalog of Federal Domestic Assistance number for the Grants to State Sexual Assault and Domestic Violence Coalitions Program applications is 16.588.**

**The application number must be included on the cover page of all faxes.** Detailed instructions on how to use the GMS system to submit your

application online are available at OVW's web page, [www.usdoj.gov/vawo](http://www.usdoj.gov/vawo). Also, a toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, 1-888-549-9901.

### **Application Due Date**

Applications must be electronically received by the close of business (5:30 p.m. EST) on **April 21, 2004** through GMS. The application attachment (e.g., Letter of Nonsupplanting), should be faxed to **202-354-4147** or submitted through GMS as an attachment, must also be received by 5:30 p.m. EST on **April 21, 2004**.

We recommend that you register through GMS at least two weeks before the application due date, or no later than **April 7, 2004**. All applicants must receive confirmation that you are eligible to submit an application through GMS prior to completing the application submission process.

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

**APPENDIX A**

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

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

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

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

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

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

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

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

**APPENDIX B**

**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 Cost</u>
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TOTAL \_\_\_\_\_

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

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

TOTAL \_\_\_\_\_

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

<u>Supply Items</u>	<u>Computation Cost</u>
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TOTAL \_\_\_\_\_

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

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

TOTAL \_\_\_\_\_

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

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

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation Cost</u>
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Subtotal \_\_\_\_\_

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

<u>Item</u>	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
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Subtotal \_\_\_\_\_

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

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

Subtotal \_\_\_\_\_

TOTAL \_\_\_\_\_

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

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
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TOTAL \_\_\_\_\_

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

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
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TOTAL \_\_\_\_\_

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

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

# SAMPLE

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

## TRAVEL SECTION ONLY

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

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
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OVW technical assistance and travel:

One coalition representative will attend 5 training/technical assistance sessions

Place TBD	Airfare	\$525 x 1 person x 5 trips	\$ 2,625
	Hotel	\$75 x 1 person x 5 trips x 4 nights	1,500
	Per Diem	\$ 35 x 1 person x 5 trips x 5 days	875

TOTAL       \$5,000

**APPENDIX C**

**LETTER OF NONSUPPLANTING**

**[Applicant Letterhead]**

**[date]**

**Diane M. Stuart, Director  
Office on Violence Against Women  
810 7th Street, NW  
Washington, DC 20531**

**Dear Ms. Stuart:**

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

**Sincerely,**

**[Applicant's Authorizing Official]**