

OVW

S*T*O*P
Violence Against
Indian Women
Discretionary Grant
Program

Fiscal Year 2004
Solicitation

GMS REGISTRATION DEADLINE:
February 11, 2004

APPLICATION DEADLINE:
February 24, 2004

U.S. Department of Justice
Office on Violence Against Women
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**S*T*O*P Violence Against Indian Women Discretionary Grant
Program Application**
World Wide Web Homepage
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 United States 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 approach to responding 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 that they need to pursue safe and healthy lives and enable communities to hold offenders accountable.

Addressing Violence Against Indian Women

Research indicates that American Indians and Alaska Natives are at a significantly greater risk to become victims of violent crime than other Americans.¹ American Indian and Alaska Native women report significantly higher rates of intimate partner violence than women of other racial backgrounds.²

The goal of the STOP (Services, Training, Officers, and Prosecutors) Violence Against Indian Women Discretionary Grant Program (STOP VAIW) is to encourage tribal governments to develop and strengthen the tribal justice system's response to violence

¹Greenfield, Lawrence, and Steven Smith, *American Indians and Crime*, Bureau of Justice Statistics, February 1999, NCJ 173386, p.v.

²Tjaden, Patricia, and Nancy Thoennes, *Extent, Nature, and Consequences of Intimate Partner Violence, Findings from the National Violence Against Women Survey*, National Institute of Justice, July 2000, NCJ 181867, p. 25

against Indian women, and to improve the services available to victims of domestic violence, sexual assault, and stalking in Indian country. OVW will award discretionary grants to support the efforts of tribal governments in achieving these goals.

Availability of Funds

Funding for the STOP VAIW Discretionary Grant Program in fiscal year 2004 is contingent upon Congressional appropriation of funds. Therefore, awards under this program are subject to the availability of a Congressional appropriation.

Award Period

The award period for these grants is 24 months. The budget and budget narrative must reflect 24 months of project activity.

Award Amounts

Applicants should carefully consider the resources needed to successfully implement the proposed project, and should present a realistic budget that accurately reflects project costs. New applicants may apply for planning grants of up to \$75,000. Requests for funding from continuation applicants must be reasonable and commensurate with the number of victims to be served. Due to limited funding, it is unlikely that OVW will make awards in excess of \$350,000. Grants may be made for greater or lesser amounts than requested. In addition, OVW may negotiate the scope of work with applicants prior to awarding grant.

Application Due Date

Applications must be submitted by the close of business (5:30 p.m., EST) on February 24, 2004 through the Grants Management System (GMS).

Program Eligibility

To be eligible for an award, applicants must:

- be a Federally-recognized tribal government or consortium of tribal governments³;
- propose project activities that fall within the scope of one or more of the statutory program purpose areas (see purpose areas listed on pp. 6-7);
- collaborate with a non-profit, non-governmental victim services provider; and
- certify that they meet VAWA statutory eligibility requirements (see p.3).

Tribal Governments

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

Tribal Consortia

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

³Each tribe within a consortium must separately meet the statutory eligibility criteria outlined in this solicitation.

Non-profit Partner

All applicants must demonstrate their proposal was developed in consultation with a non-profit, non-governmental Indian victim services program, including sexual assault and domestic violence victim services providers in the tribal or local community, to the extent that they exist. This requirement can also be satisfied by demonstrating that a tribal governmental victim services agency will consult with a committee comprised of Native women from the tribal community who are survivors of domestic violence, sexual assault, or stalking in the development and implementation of the proposed project.

Certification of Eligibility

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

Forensic Medical Examination Payment Requirements for Victims of Sexual Assault

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

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

Costs for Criminal Charges and Protection Orders

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

filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, or service of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the tribal jurisdiction. New applicants who are not in compliance with this provision must assure the Attorney General that their laws, policies, and practices will be brought into compliance with the terms of this provision prior to the end of the next tribal legislative session.

In order to demonstrate compliance with the requirements regarding the payment of forensic examination fees and the costs of filing criminal charges and protection orders, applicants must submit a letter certifying compliance with these conditions. **Please refer to Appendix B for a sample letter of certification.** An authorized official from the tribal government must sign and date the letter. Write the GMS application number on the letter, along with STOP Violence Against Indian Women Program, and fax it to 202/354-4147.

Types of Applicants

New Applicants include Indian tribal governments or consortia representing tribal governments that have never before received funds through this program. New grantees are eligible to receive a planning grant of up to \$75,000.

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

review and internal review by OVW staff. Those applications receiving the highest scores will be eligible for funding. FY 2003 Grant Award Recipients are not eligible to apply for continuation or supplemental funding in FY 2004.

Collaboration

Reducing violent crime against Indian women and enhancing victim safety necessitates the coordination of the policies and protocols of all tribal justice system components and community victim services providers. Therefore, the Program requires tribal applicants to develop a coordinated partnership among the tribal, Federal, State, and local components of the justice system responsible for handling domestic violence, sexual assault, and stalking cases, and non-profit, non-governmental victim services agencies in the community that will be served by the grant award.

This requirement may be satisfied in one of two ways:

1. A tribal government may submit a letter of support from a non-profit, non-governmental victim services agency in the local community that provides services to Native women who are survivors of domestic violence, sexual assault, or stalking. The letter should detail the agency's role in developing the grant application; or
2. If there is not a qualified non-profit, non-governmental victim services agency in the local community, then the tribal government's own victim services agency should work to develop an advisory committee of Native women from the community to be served who are survivors of domestic violence, sexual assault, or stalking. The members of the advisory committee should be

consulted in the development and implementation of the proposed project and should submit a letter of support on behalf of the tribe's application for funding.

A letter of support from either the tribe's non-profit, non-governmental victim services agency partner or an advisory committee comprised of Native women from the community to be served by the project should be submitted to OVW by fax at 202/354-4147. Be sure to write the application number on the letter and fax cover sheet. A copy of the letter of support should also be included in the hard copy of the application that will be mailed to Aspen Systems Corporation.

Coordinated Community Response

A coordinated community response can be achieved only when all of the partners on the project enter into a formal collaboration. Successful collaboration requires comprehensive planning and well-defined channels of communication at all levels and across disciplines. Active participation and collaboration between the tribal government, non-profit, non-governmental victim services providers, as well as law enforcement authorities, prosecution, and the judiciary is critical in developing a comprehensive response to the needs of Indian victims of violence against women.

In prior fiscal years, applicants for STOP VAIW Program funding were required to allocate grant funds among these groups using a prescribed formula. **Please note that applicants are not required to allocate grant funds as specified in 42 U.S.C. §3796gg-1(c).**

The development of a coordinated community response to violence against Indian women in the tribal communities that receive funding through this program, however, is still one of the basic tenets of the STOP VAIW Program. Therefore, even though applicants will no longer be required

to adhere to the allocation formula that was used in prior fiscal years, applicants will still be required to demonstrate that, at a minimum, the following groups will actively participate in the development and implementation of the proposed project:

- Non-profit, non-governmental victim services agencies
- Tribal Law Enforcement
- Tribal Prosecution
- Tribal Courts

Representatives from each group should be given an opportunity to participate in the project and should act as partners in developing and operating the project. Funding allocated to support the activities of each project partner should be reasonable and consistent with the effort required to fulfill the partner's duties and responsibilities in the proposed project.

The project narrative, Memorandum of Understanding, and budget will be reviewed and scored based in part on the applicant's efforts to develop a coordinated community response. Applications that do not include participation from representatives from each of the four groups outlined above, or that show gross inequities in the level of funding allocated to support the activities of the project partners may receive a reduced score.

OVW understands that some tribal communities, for a variety of reasons, lack the criminal justice system infrastructure found in non-tribal communities. Applicants that do not operate **tribal** law enforcement agencies, prosecution offices, or court systems should make note of this in the project narrative portion of their applications. Such applicants should detail their efforts to involve the criminal justice system (Federal, State, or local) in the tribal government's plan to ensure victim safety

and offender accountability.⁴

Program Scope

The scope of the STOP VAIW is defined by the following statutory purpose areas. Proposed projects must implement activities consistent with the statutory program purpose areas. Proposed projects **must** address at least one purpose area, but do not need to address multiple purpose areas in order to receive support.

During the OVW internal review, applications that are partially out of scope will receive up to a 25 point deduction. Applications that propose projects that are completely outside the scope of the STOP VAIW statutory purpose areas will be disqualified from funding consideration.

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

- Training tribal law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against Indian women, including the crimes of domestic violence, sexual assault, and dating violence;
- Developing, training, or expanding units of tribal law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including the crimes of sexual assault and domestic violence;
- Developing and implementing more

⁴OVW encourages tribal governments to build collaborative relationships with Federal, State, and local courts and criminal justice agencies in order to ensure the safety of Native victims of violence against women, and to ensure that their offenders are held accountable for their abusive behavior.

effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against Indian women, including sexual assault and domestic violence;

- Developing, installing, or expanding data collection and communication systems, including computerized systems linking police, prosecutors, and courts for the purpose of identifying and tracking arrests, protection orders, protection order violations, prosecutions, and convictions for violent crimes against women, including sexual assault and domestic violence;
- Developing, enlarging, or strengthening victim services programs, including: sexual assault, domestic violence, and dating violence programs, developing or improving the delivery of victim services to underserved populations; providing specialized domestic violence court advocates in courts where a significant number of protection orders are filed, and increasing reporting and reducing attrition rates for cases involving violent crimes against Indian women, including crimes of sexual assault and domestic violence;
- Developing, enlarging, or strengthening programs addressing stalking;
- Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of sexual assault and

domestic violence;

- Training sexual assault forensic medical personnel examiners in evidence collection and preservation, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault;
- Supporting formal and informal multi-disciplinary, cross jurisdictional efforts to coordinate the response of law enforcement agencies, prosecutors, courts, victim services agencies, and other agencies and departments, to violent crimes against women, including sexual assault, domestic violence, and dating violence;
- Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled victims of domestic violence or sexual assault, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals; and
- Providing assistance to victims of domestic violence and sexual assault in immigration matters.

Activities that May Compromise Victim Safety

Ensuring victim safety is the guiding principle of this program. Experience has shown that certain practices compromise victim safety rather than enhance it. For example, forcing a victim to testify against an abusive partner or caregiver may sometimes place that victim at greater risk

of continuing or escalating violence. Some responses by the justice system may minimize or trivialize the offender's criminal behavior. Accordingly, consistent with the goals of assuring victim safety and holding perpetrators accountable for their criminal conduct, applicants are discouraged from proposing any of the activities listed below:

- Offering perpetrators the option of entering pre-trial diversion programs;
- Mediation or counseling for couples as a systemic response to domestic violence;
- Batterer intervention programs that do not use the power of the criminal justice system to hold batterers accountable for their behavior; and
- Procedures that would force victims of domestic violence, sexual assault, or stalking to testify against their abusers or impose other sanctions on them.

Unallowable Costs

Grant funds may not be used to:

- Support projects that do not enhance victim safety or do not address violence against Indian women;
- Pay for forensic examinations for victims of sexual assault;
- Reimburse victims for out-of-pocket costs for forensic medical examinations;
- Replace funds that the tribal government is already obligated or funded to pay;
- Support juvenile justice or delinquency prevention programs;

- Support community education initiatives, including public service announcements, billboards, or other similar media;
- Develop a school-based curriculum on family violence; or
- Support chemical dependency or alcohol abuse programs that are not an integral part of batterer intervention programs.

Review Process

The Office on Violence Against Women will establish panels of experts and practitioners to review applications. The panels will review the information provided in the application against the selection criteria for the program. The total points possible are 100 for new applications and for continuation applications. For current grantees applying for continuation funding, the status of current grant-funded activities also will be taken into consideration as part of the internal review process.

Application Content

Applicants must complete each of the following sections as part of their proposals. For each section listed below, please note the corresponding maximum point value that may be assigned during the review process.

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 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 completed online through GMS. The Catalog of Federal Domestic Assistance number for this grant program is 16.587. The Federal cognizant audit agency and fiscal year of the applicant organization should be listed in block 11 of the form.

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

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 tribe is requesting indirect costs for this project, please include a copy of your current, signed Federally-approved indirect cost rate agreement.

A copy of the tribe's indirect cost agreement and cost allocation plan must be on file with, or submitted to, and approved by the cognizant Federal agency, and a copy must be submitted with the application. The cognizant Federal agency is generally determined based on the preponderance of Federal dollars received by the grantee. For most Indian tribes, the cognizant Federal agency is the Department of the Interior. Tribes may charge their Federally approved indirect cost rates to this grant.

Abstract (not to exceed 1 page): 5 Points

The proposal abstract, when read separately from the rest of the application, is meant to serve as a succinct and accurate description of the proposed project. It should concisely describe the goals and objectives of the proposed project. Current grantees should not include summaries of past accomplishments in the abstract.

The abstract will be evaluated by the peer review panel on the basis of its conciseness and accuracy in summarizing the Project Narrative.

Status of Current Project (not to exceed 2 Pages)

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

- a list of the goals and objectives for the original project, describing the status of each;
- the status of completion of any project products; and
- unanticipated obstacles to project

implementation.

Projects will be rated by OVW using the following criteria:

- Whether progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the current project, indicating progress toward meeting project goals and objectives, and demonstrate that the current project has progressed in a timely manner as outlined in the original proposal.
- Whether the grantee has demonstrated that past activities supported with STOP VAIW funds have been limited to STOP VAIW Purpose Areas.
- Whether the grantee has complied with all special conditions of their existing grant award from the Department of Justice.
- Whether the grantee has adhered to programmatic and financial reporting requirements.
- Whether the grantee has completed the project goals, objectives, and products according to the approved time line.
- Whether the grantee has demonstrated a commitment to sustaining the project after federal funds are no longer available;
- Whether the grantee appropriately utilized and actively participated in OVW sponsored workshops and other technical assistance events required as a Special Condition of the current award.
- Whether the grantee has received financial clearances on all current grants from OVW.
- Whether the grantee has complied with the OMB audit requirement.

Applicants who have failed to comply with any or all of the aforementioned criteria

could have as many as 25 points deducted from their application score. In addition, OVW reserves the right to disqualify an application from consideration, if an applicant is found to be substantially out of compliance with the criteria.

Project Narrative: (not to exceed 10 pages in total) 55 points

As part of the peer review process, the project narrative will be evaluated for consistency with the goals and objectives of the STOP VAIW Program. The program narrative must be double-spaced, using at least 12 point type on 8 ½ x 11 inch paper.

The project narrative section of the application consists of a total of four sections. The four sections are outlined below and information is provided on the maximum corresponding point value for each section that may be assigned during the review process.

Information about the Tribe (not to exceed 1 page): 5 Points

Applicants should briefly describe relevant historical information relating to the tribe(s) that will be served by the proposed project. The information provided must include:

- The land base within the jurisdiction of the tribe(s);
- The potential number of tribal and non-tribal women and children who may be served by the project;
- Demographic characteristics of the tribe(s) that will be served; and
- Specific problems that the tribal government faces with respect to domestic violence, sexual assault, or stalking, including current arrest rates, if available.

This section will be evaluated on the basis on the application's comprehensiveness in

detailing specific problems the tribe encounters regarding violence against Indian women and the potential number of victims who may be served by the proposed project.

Implementation Plan (not to exceed 6 pages): 25 Points

The implementation plan should identify:

- The number of Indian victims and their children who could potentially receive services (please distinguish between tribal members and non-tribal members);
- Why the project is necessary and how the proposed activities would enhance the tribe's efforts to address domestic violence, sexual assault, and stalking;
- A detailed action plan that outlines the project goals and activities, a time line, and identification of lead agencies;
- The individuals and agencies collaborating on the project;
- The staffing needs, identification of the responsibilities of each proposed staff position, and specifying the qualifications required of key staff managing the project. **Particular emphasis should be placed on highlighting the staff's training and experience in addressing domestic violence, sexual assault, and/or stalking;** and
- Whether the application is submitted on behalf of a tribal consortium, and if so, the roles and responsibilities of each member tribe, including which tribe will be fiscally and programmatically responsible for the grant. Resolutions demonstrating support for the project(s) from the member tribes must be submitted

with the application.

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

- The extent to which the proposed project activities are consistent with one or more the statutory program purpose areas (see pp. 6-7);
- The extent to which proposed activities address the need described;
- The extent to which project activities are clearly described and reflect sound strategies to increase victim safety, offender accountability, and tribal coordination;
- The extent to which the application identifies the roles of each partner organization and key staff members in carrying out the proposed project; and
- The extent to which the proposal does not include activities that compromise victim safety.

Coordinated Community Response (not to exceed 2 pages): 15 points

As previously mentioned, beginning with the FY 2004 STOP VAIW Program, applicants are no longer required to allocate funding using the formula from prior fiscal years. Applicants should instead allow representatives from non-profit, non-governmental, victim services agencies; tribal law enforcement authorities; tribal prosecution; and tribal courts to play a significant role in the design, development, and implementation of the proposed project.

In this section, applicants should address their plans to develop or institute a coordinated community response to violence against Indian women in which representatives from the four categories

listed above enter into a collaborative partnership. The plan for the coordinated community response should include information about the following categories:

- Victim Services
- Law Enforcement
- Prosecution
- Courts

Applicants should provide details about whether or not:

- The tribal community has established or will establish a standing coordinating council to address issues of domestic violence, sexual assault, and stalking;
- Representatives from the four STOP categories are part of the coordinating council, as well as whether or not coordinating council membership is comprised of high level decision-makers or line staff from participating agencies;
- Survivors of domestic violence, sexual assault, or stalking or advocates with significant training or work experience in providing services to Indian victims of domestic violence, sexual assault, or stalking are part of the council;
- The council has developed or will develop response protocols or policies that clearly delineate how the four groups will work together to ensure victim safety and offender accountability; and
- The council has engaged, or will engage in, a continuous review of policies and protocols in order to assess their effectiveness.

Tribal applicants that do not have tribal law enforcement agencies, prosecutors, or court systems, should clearly state so, and should use this section to highlight the efforts that

have been made to address the needs of victims as they seek assistance from relevant criminal justice agencies and courts. The following are offered as examples of the type of activities that should be highlighted in this section:

- A tribe that does not have its own court system, but which operates a court watch program in the state or local court system or which provides court accompaniment services to victims should mention these activities in this section.
- A tribe that does not have its own law enforcement agency or prosecutor's office, but which advocates on behalf of victims with Federal, state, or local law enforcement agencies or prosecutors should mention these activities.
- A tribe which does not have its own law enforcement agency, prosecutors, or courts, but which has secured the cooperation of Federal, state, or local authorities in the operation of its STOP project, should use this section to discuss this relationship.

This section should **not** be used to identify and discuss the relationship between all of the project partners. The partners on the project and their specific duties in implementing the project should be discussed in the Memorandum of Understanding. Keep in mind that this section will be evaluated based on whether or not the tribal applicant has developed a coordinated community response across the four categories identified in this section.

Sustainability Plan (not to exceed 1 page): 10 points

Continuation or supplemental funding is not guaranteed. Applicants are therefore

encouraged to seek additional means of support to sustain their current projects. Applicants are required to include a plan describing their commitment and capacity to continue the project if STOP VAIW grants are no longer available.

The plan will be evaluated on whether it proposes feasible strategies to preserve project activities on a long-term basis, because continuation or supplemental funding is not guaranteed.

The four sections that comprise the Project Narrative should be combined into one document and submitted online as an attachment in GMS.

Memorandum of Understanding: 20 points

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

The MOU must include current signatures and dates and should outline:

- The history of the collaborative relationship among the partners, including how the relationship began and when each partner entered the relationship;
- The roles and responsibilities of each participating agency in the development and implementation of the proposal, including what resources each will contribute to the project; and
- The names and titles of specific agency representatives who will work as a team to jointly plan,

develop, and implement project activities.

Letters of Support

A letter of support may not be submitted in lieu of the MOU.

The MOU should be submitted by fax to OVW at 202/354-4147. Please be sure to write the GMS application number and the name of the applicant on the fax cover sheet and on the top page of the MOU.

Budget and Budget Narrative: 20 points

The 24-month budget must be complete, reasonable, and cost-effective in relation to the proposed project activities. New applicants can apply for a planning grant of no more than \$75,000. Current grantees should not apply for more than \$350,000. The budget must be accompanied by a budget narrative that provides justification for the expenses listed in the budget. The budget and budget narrative should be presented on the Budget Detail Worksheet (**see Appendix A**). Applicants must provide the basis for the computation of all project-related costs.

Applicants are not required to allocate grant funds as specified in 42 U.S.C. §3796gg-1(c). Applicants should not submit a fund allocation chart.

The budget should clearly describe:

- The proposed amount and uses of the grant funds over the 24-month grant period;
- The proposed amount, sources, and uses of funding expenditures over the grant period;
- How the applicant's required match will be made; and
- How the specific budget item

amounts were determined.

The budget and budget narrative will be evaluated based on whether or not:

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

Technical Assistance

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

New applicants must allocate \$1,000 for at least one person to attend the OJP Financial Management Training seminar.

Match Requirements

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

in-kind services.

The purpose of matching funds is to augment the amount of resources available to the project from the 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. For example, if half of a prosecutor's time is supported with grant funds, then that prosecutor must track ALL of his or her time to demonstrate that 50% of it was devoted to the grant-funded project. In-kind match must be documented in the same manner as grant-funded activities.

Source of Match

The source of the 25% non-Federal portion of the budget is governed by the statutory program purpose areas and OJP's Financial Guide. The following restrictions on match apply to this program:

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

Source of 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 or unskilled

labor, if the services provided are an integral and necessary part of a funded project. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the organization or the labor market. Fringe benefits may be included in the valuation. Volunteer services must be documented and, to the extent feasible, supported by the same methods used by the recipient organization for its own employees. The value of donated space may not exceed the fair rental value of comparable space, as established by an independent appraisal of comparable space and facilities in a privately owned building in the same locality. The basis for determining the value of personal services, materials, equipment, and space must be documented.

The following are offered as examples of possible sources of match for this program:

- If the tribe provides office space for the project, then the cost of utilities, insurance, security, janitorial services and the like, may be used as in-kind match to the extent that they are not being paid for out of grant funds, or included in the indirect costs pool. If the office space is donated by an outside source, the rental value of the space may also be used as match.
- If the tribe provides a vehicle to the project that will be used, for example, to transport clients to shelter, then the cost of the vehicle maintenance and upkeep may be used as match to the extent that they are not paid for from grant funds, or included in the indirect costs pool.
- The salaries of Tribal employees of the tribe who are working on grant-related activities, but who are not paid from grant funds, may be used as match. For example, the portion

of time that tribal law enforcement officers and prosecutors spend on domestic violence, sexual assault, or stalking cases may be used as match to the extent that they are not paid by grant funds.

- If the project has an advisory or coordinating council, and the members are not compensated for their time, then the time spent by the council members working on the project may be used as match. Any other volunteers working on the project, such as volunteers answering a hotline or accompanying victims to court, also may be used as match.
- Other donated tangible goods may be used as match. For example, a program may receive donations of used clothing, the reasonable value of which may be used as match. A funded shelter may also solicit donations of food items or toiletries from both individuals and businesses that may then 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 28 C.F.R., part 69 for U.S. Department of Justice 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.

Additional Program Requirements

Performance Measures and Evaluation

There are two statutory requirements that require grantees to collect and maintain data that measures the effectiveness of the funded project. The first is the **Government Performance and Results Act of 1993 (GPRA)** which was enacted to increase Congressional and Administrative focus on the results from government programs and

activities. At its simplest, GPRA asks “What are we getting for the money that we are spending?” To make GPRA more directly relevant for Federal officials who manage grant programs, GPRA expands this question into three: What is your program trying to achieve?, How will its effectiveness be determined?, and How is it actually doing?

Specifically, OVW is seeking information that will illustrate the effectiveness of grant supported activities, including baseline information and post-project information that can demonstrate the success of tribal efforts to strengthen effective law enforcement and prosecution strategies and victim services in cases involving Indian women. This information will be incorporated into the semi-annual progress reports described below.

Among other measures, applicants must report the following output measures:

- The number of persons served;
- The number of persons seeking services who could not be served;
- The number and percentage of arrests relative to the number of police responses to domestic violence incidents; and
- A statistical summary of persons served, detailing the nature of the victimization, and providing data on age, sex, relationship of victim to offender, geographic distribution, race, ethnicity, language, and disability, and membership of the person served in any underserved population.

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.

Violence Against Women Online Resources

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

OJP Financial Guide

All grantees are required to comply with the regulations and requirements outlined in the Office of Justice Program's *Financial Guide*. The *Financial Guide* includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. Copies may be obtained by calling the Department of Justice Response Center at 1-800-421-6770. Copies may also be obtained online at: <http://www.ojp.usdoj.gov/OC/FinGuide.htm>

Suspension or Termination of Funding

OVW may suspend funding in whole or in part, terminate funding, or impose another sanction on a recipient who has failed to comply substantially with the following:

- The requirements of VAWA and statutory objectives of STOP VAIW
- Timely submission of quarterly Financial Status Reports;

- Timely submission of Annual Progress Reports;
- The regulations and/or guidelines issued for the STOP VAIW; or
- The application submitted in accordance with the provisions of VAWA or other provision of any other applicable Federal Act.

OVW will provide reasonable notice of its intent to impose sanctions and will attempt informally to resolve the problem. Hearing and appeal procedures will follow those in the Department of Justice regulations in 28 CFR Part 18.

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/spoc.html>.

Faith-Based Organizations

Consistent with President Bush's Executive Order 13279 signed on 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.

Civil Rights Compliance

All recipients of Federal grant funds are required to comply with the non-discrimination 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 with 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, or by contacting the Office of Justice Program's Office of Civil Rights at

(202) 307-0690, or by writing to the following address:

Office of Civil Rights
Office of Justice Programs
U.S. Department of Justice
810 7th Street, NW, 8th Floor
Washington, DC 20531

How to Apply

Applicants must submit a fully executed application to OVW online through the **Grants Management System (GMS)**, including all required supporting documentation (**Please refer to Appendix D, the GMS Quick Start Guide**).

The following documents must be submitted via GMS:

- SF 424 Application for Federal Assistance;
- Certifications/ Assurances;
- the project abstract and project narrative; and
- the budget, budget summary and budget narrative

Supporting documentation can be submitted to OVW by fax at (202) 354-4147, and should include:

- Memorandum of Understanding
- Letter of Support
- Letter of Certification of Compliance with Statutory Requirements
- Certificate of Nonsupplanting
- Consortium Only: Tribal resolutions from member tribes
- Current Federally-approved Indirect Cost Rate Agreement
- Position descriptions and resumes

Detailed instructions on how to register to use GMS are available online at the Office of Justice Program's website:

www.ojp.usdoj.gov/fundopps. Also, a toll-free telephone number has been established for you to receive technical assistance as you work through the online application process. For help with GMS call 1-888-549-9901.

Application Due Date

Applications must be received through GMS

and by fax by no later than the close of business (5:30 p.m., EST) on February 24, 2004.

We recommend that you register in GMS at least two weeks before the application due date, or by no later than February 11, 2004 so that you might receive confirmation of your eligibility to submit an application prior to the due date. All applicants must receive confirmation of their eligibility 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 Sample Budget

Budget Detail Worksheet

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

Please Note: The following budget is an example intended to assist you in preparing your application budget.

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
Kristen Lee, Program Coordinator	\$ 45,000/yr. x 100% x 2 years	\$ 90,000
Linda Smith, Investigator	\$ 23,500/yr. x 50% x 2 years	\$ 23,500
	\$ 23,500/yr. x 50% x 2 years	\$ 23,500 (Match)
Dave Thomas, Prosecutor	\$ 28/hr. x 2 hrs./month x 24 months	\$ 1,344 (Match)
Sarah Jones, Court Administrator	\$ 20/hr. x 2 hrs./month x 24 months	\$ 960 (Match)

Kristen Lee will coordinate the tribe's STOP VAIW project by organizing regular STOP team meetings between all partner organizations, ensuring compliance with program requirements, and serving as the central point of contact for all project activities.

Linda Smith is an investigator with the tribal law enforcement agency. She will dedicate 100% of her time to investigating cases of domestic violence, sexual assault, and stalking that occur on tribal lands. The tribe is requesting 50% Federal funding for her position, and will provide the other half of her position as part of the required 25% match.

Dave Thomas is our Tribal Prosecutor and Sarah Jones is our Tribal Court Administrator. Along with Kristen Lee and Linda Smith, both are members of our Coordinated Community Response Team. The team meets once a month for two hours. The value of the time that Dave Thomas and Sarah Jones spend in meetings is offered by the Tribe as part of the required match for this award. Their salaries are paid from Tribal funds, and their hourly pay is based on their annual salaries— \$58,240 for Dave Thomas, and \$41,600 for Sarah Jones.

TOTAL \$ 139,304

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

and Unemployment Compensation.

Name/Position	Computation	Cost
Kristen Lee, Program Coordinator		
Employer's FICA	\$ 45,000/yr. x 7.65% x 2 years	\$ 6,885
Retirement	\$ 45,000/yr. x 4.85% x 2 years	\$ 2,183
Health Insurance	\$ 45,000/yr. x 5% x 2 years	\$ 2,250
Workmen's Compensation	\$ 45,000/yr. x 1% x 2 years	\$ 450
Unemployment Compensation	\$ 45,000/yr. x 5% x 2 years	\$ 225
Linda Smith, Investigator		
Employer's FICA	\$ 23,500/yr. x 7.65% x 2 years	\$ 1,798
Retirement	\$ 23,500/yr. x 4.85% x 2 years	\$ 1,140
Health Insurance	\$ 23,500/yr. x 5% x 2 years	\$ 1,175
Workmen's Compensation	\$ 23,500/yr. x 1% x 2 years	\$ 235
Unemployment Compensation	\$ 23,500/yr. x 5% x 2 years	\$ 118
Linda Smith, Investigator		
Employer's FICA	\$ 23,500/yr. x 7.65% x 2 years	\$ 1,798 (Match)
Retirement	\$ 23,500/yr. x 4.85% x 2 years	\$ 1,140 (Match)
Health Insurance	\$ 23,500/yr. x 5% x 2 years	\$ 1,175 (Match)
Workmen's Compensation	\$ 23,500/yr. x 1% x 2 years	\$ 235 (Match)
Unemployment Compensation	\$ 23,500/yr. x 5% x 2 years	\$ 118 (Match)

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

TOTAL \$20,925
Total Personnel & Fringe Benefits \$160,229

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
OVW Mandated				
Technical Assistance	TBD	Airfare	\$ 525 (avg.) x 5 people x 2 trips	\$ 5,250
		Lodging	\$ 75 (avg.) x 5 people x 2 trips	\$ 3,000
		Per diem	\$ 35 (avg.) x 5 people x 2 trips	\$ 1,750

The \$10,000 in OVW mandated technical assistance and training funds has been allocated in accordance with program guidelines. The sites of the training sessions is unknown at this time. Travel estimates are based upon the tribe's formal written travel policy.

TOTAL \$10,000

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 either in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing

equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
(2) Video Cameras	\$ 516.50 each x 2	\$1,033 (Match)

The video cameras will be used during the interviews of alleged offenders, as well as to record witness testimony in preparation for trial in cases of domestic violence, sexual assault, and stalking.

TOTAL \$1,033

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

Supply Items	Computation	Cost
Office supplies (paper, typewriter ribbon, pens, etc.)	\$ 100/month x 24 months	\$ 2,400 (Match)
Postage	\$ 20/month x 24 months	\$ 480 (Match)
25 Battered Women's Kits	\$ 25/kit x 50 kits	\$ 1,250 (Match)

Office supplies and postage are needed for the general operation of the program. The Battered Women's kits will be provided to victims who seek assistance from the shelter program. The kits contain toiletries and other necessities. The estimated cost is based on previous kit prices from other STOP VAIW programs. We estimate that at least 50 kits will be needed.

TOTAL \$4,130

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

Purpose	Description of Work	Cost
		TOTAL \$0

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

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

Name of Consultant	Service Provided	Computation	Cost
Joann Cox	Sexual Assault Training	\$ 450/day x 3 days	\$1,350 (Match)

Joann Cox will provide a three day on-site training on sexual assault and related issues to tribal leaders, law enforcement, prosecution, court personnel, and medical and social services personnel. The training will focus on the challenges of providing support and advocacy services to Indian victims of sexual assault, dating violence, and elder abuse.

Subtotal \$1,350

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	Tribe's Reservation	\$ 504	\$ 505 (Match)
Lodging	Local Hotel	\$ 50/night x 2 nights	\$ 100 (Match)
Per diem	Local Area	\$ 32/day x 3 days	\$ 96 (Match)

The tribe is offering to pay Joann Cox's travel expenses, including airfare, lodging, and per diem as part of the required match for this award.

Subtotal \$701

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	Computation	Cost
Cell Phone Service	\$ 42/month x 24 months	\$ 1,008 (Match)

The Shelter Advocates will share a cellular phone so that they may be contacted 24 hours/day, 7 days a week to provide emergency services and transportation to victims in need.

Subtotal \$1,008

TOTAL \$3,059 (Match)

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
Sexual Assault Training Manual	\$ 25/manual x 25 manuals	\$ 625 (Match)
Resource Manual	\$ 25/manual x 75 manuals	\$ 1,875 (Match)
Crisis Hotline	\$ 75/month x 24 months	\$ 1,800 (Match)
Brochures	\$.25/brochure x 1,000 copies x 2 Titles	\$ 500 (Match)

The Sexual Assault Training manuals will be developed and produced in conjunction with the on-site training that will be provided by Joann Cox.

The Project Coordinator will develop and produce a Resource Manual for services both on and off the Reservation for victims of domestic violence, sexual assault, and stalking. Copies of the manual will be provided to all units of Tribal government and to victim services and social services agencies in the local community.

Many victims in the more geographically remote areas of the Reservation do not have long distance service, and it is a long distance call for most of them to the program office. The project will continue to operate an 800 hotline for victims. It will be staffed by volunteers on a daily basis.

The program has previously developed brochures explaining the dynamics of domestic violence and sexual assault and detailing the services offered by the program. The Tribe will cover the cost of re-producing 1,000 copies of each brochure, and is offering the cost of re-production as part of the required match for this award. Based on previous distribution patterns, it is anticipated that the program will distribute 1,000 copies of each brochure during the 24 month grant period.

TOTAL \$4,800 (Match)

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
9.14% of Direct Costs	(\$183,251 x 9.14%)	\$10,041
		+ \$ 6,708 (Match)
		\$16,749

The Indirect Cost Rate Agreement was approved by the Department of the Interior, the applicant's cognizant Federal agency on January 1, 2002. (A copy of the fully executed, negotiated agreement is attached).

TOTAL \$16,749

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

support the project.

Budget Category	Amount
A. Personnel	<u>\$ 139,304</u>
B. Fringe Benefits	<u>\$ 20,925</u>
C. Travel	<u>\$ 10,000</u>
D. Equipment	<u>\$ 1,033</u>
E. Supplies	<u>\$ 4,130</u>
F. Construction	<u>\$ 0</u>
G. Consultants/Contracts	<u>\$ 3,059</u>
H. Other	<u>\$ 4,800</u>
Total Direct Costs	<u>\$ 183,251</u>
I. Indirect Costs	<u>\$ 16,749</u>
 TOTAL PROJECT COSTS	 <u>\$ 200,000</u>
 Federal Request	 <u>\$ 150,000</u>
 Non-Federal (Match) Amount	 <u>\$ 50,000</u>

Match Calculation Worksheet

Grant awards made under the STOP Violence Against Indian Women Discretionary Grants Program may not cover more than 75% of the total costs of the project. The following example which uses the figures from the Sample Budget, is offered to illustrate the proper method of calculating the required 25% match:

Step 1: $\frac{\text{Federal Amount Requested}}{75\%} = \text{Adjusted Total Project Costs}$

$$\frac{\$150,000}{.75} = \$200,000$$

Step 2: $\text{Adjusted Total Project Costs} \times 25\% = \text{Required Match}$

$$\$200,000 \times .25 = \$50,000$$

**APPENDIX B
SAMPLE CERTIFICATION OF COMPLIANCE
WITH STATUTORY REQUIREMENTS LETTER**

PLEASE NOTE: Applicants should take care to ensure that the language in the letter submitted to OVW accurately reflects what is outlined in the solicitation and highlighted in the following sample letter. An incorrectly placed or missing “and” or “or,” or any other misstatements or missing language will render the letter insufficient to meet the statutory requirements, and will, therefore, make the application ineligible for funding.

SAMPLE

[Applicant Letterhead]

[Date]

Diane Stuart, Director
Office on Violence Against Women
Office of Justice Programs
U.S. Department of Justice
810 7th Street, NW
Washington, DC 20531

Dear Ms. Stuart:

As the Authorized Representative of **[enter name of tribe, or tribal consortium]**, I submit this letter to certify to the following:

1. The funds received through this program will be used only for the statutory purposes described in 42 U.S.C. §3796gg(b);
2. **[Enter name of tribe, or tribal consortium]** will incur the full out-of-pocket cost of forensic medical examinations for victims of sexual assault, and will provide such exams to victims free of charge to the victims, or will arrange for victims to receive such exams free of charge to the victims;
3. In addition, **[enter name of tribe or tribal consortium]** certifies that it: (a) will reimburse victims for the full cost of such examinations, without any deductible requirement or limit on the amount of reimbursement; (b) permits victims to apply for reimbursement for not less than one year from the date of the exam; (c) provides reimbursement not later than ninety (90) days after written notification of the victim's expense; and (d) provides information at the time of the examination to all victims, including victims with limited or no English proficiency, regarding how to obtain reimbursement;
4. **[Enter name of tribe or tribal consortium]** will develop plans for implementation and will consult and coordinate with nonprofit, nongovernmental victim services programs, including sexual assault and domestic violence victim services programs; and
5. The laws, policies, and practices of **[enter name of tribe or tribal consortium]** do not require, in connection with the prosecution of any misdemeanor or felony domestic violence offense, or in connection with the filing, issuance, registration, or service of a protection order, or a petition for a protection order, to protect a victim of domestic violence, stalking, or sexual assault, that the victim bear the costs associated with filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, or service of a warrant, protection order, petition for protection order, or witness subpoena, whether issued inside or outside the state, tribal, or local jurisdiction.

Sincerely,

[Name and Title of Authorized Representative]

APPENDIX C
SAMPLE CERTIFICATE OF NONSUPPLANTING

SAMPLE

[Applicant Letterhead]

[Date]

Diane Stuart, Director
Office on Violence Against Women
Office of Justice Programs
U.S. Department of Justice
810 7th Street, NW
Washington, DC 20531

Dear Ms. Stuart:

[Name of Tribe or Tribal Consortium] certifies that any funds awarded through the STOP Violence Against Indian Women Discretionary Grant 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 combating crimes of violence against Indian women. The **[name of Tribe or Tribal Consortium]** 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,

[Name and Title of Authorized Representative]

APPENDIX D
Quick-Start Guide to Using the OJP
Online Grants Management System

Please Note: It is the applicants responsibility to notify the Office on Violence Against Women by telephone if the applicant is unable to submit the application online by 5:30 p.m. (EST) February 24, 2004.

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

Please note: Final applications will only be accepted through our online application system, including attachments submitted via facsimile. All application materials are due by 5:30 p.m. (EDT) on February 24, 2004.

- Step 1: Using your established Internet account,* go to the World Wide Web page: <http://www.ojp.usdoj.gov/fundopps.htm>. An online GMS application Procedures Handbook is available on this page, and you may link directly to OJP's Grants Management System (GMS), which will provide online "help" screens.
- Step 2: Select "Log on to the Grants Management System (GMS)" to apply for OJP grant funding.
- Step 3: If you have never used GMS, click on "New User Register Here," and follow the on-screen instructions to register with GMS. After you register, you must select the STOP Violence Against Indian Women Grant Program and begin working on it so that your registration will be sent to the Office. It may take up to one week for you to receive confirmation that you are eligible to apply.

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

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

- Step 4: To submit your application online, complete the on-screen *SF-424/ Application for Federal Assistance* and attach and upload your program narrative, and other program attachments. **Applications submitted via GMS must be in the following word processing formats: Microsoft Word (*.doc*), PDF files (*.pdf*), or Text Documents (*.txt*).** (Note: You must attach and upload documents in all three of these sections in order to submit your application. If you do not have any "Other Program Attachments," you may attach a blank document.) After submission, you will receive confirmation through the email that OJP has received your application and you will be given an application number for future reference.

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

Applications must be submitted online to OJP electronically through GMS no later than 5:30 p.m. (EST), February 24, 2004.

APPENDIX E
FY 2004 STOP Violence Against Women
Application Checklist

FY 2004 STOP Violence Against Indian Women Application Checklist

A completed application will include items submitted on the Internet through the Office of Justice Programs (OJP's) Grants Management System (GMS), as well as items faxed and mailed to the Office on Violence Against Women (OVW). Please use this checklist to ensure that your application is complete.

Step One: Submit application in GMS.

The SF-424 should be completed online in GMS, and the Certifications and Assurances should be reviewed and accepted online as well. The Project Narrative, Budget Narrative, and Budget Detail Worksheet should all be submitted as attachments in GMS.

- Application for Federal Assistance (SF-424)
- Certifications/Assurances
- Project Narrative
- Budget Narrative and Budget Detail Worksheet
- Other supporting documentation, including position descriptions and resumes for each staff person supported by the grant

Step Two: Fax Supporting Documentation.

These documents are not included in GMS and must be faxed to OVW as part of your application. Documents must be faxed to: 202/354-4147. Please include the GMS Application number on the fax cover sheet as well as on each page of the fax.

- Memorandum of Understanding
- At least one letter of support from a non-profit nongovernmental victim services agency, **OR** a letter from victims in the community to be served
- Proof of Compliance with Statutory Requirements Letter
- Certificate of nonsupplanting
- Consortium only:** Tribal resolutions from member tribes
- Copy of current Federally-approved Indirect Cost Rate Agreement