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The U.S. Department of Justice, Office on Violence Against Women (OVW) ([www.usdoj.gov/ovw](http://www.usdoj.gov/ovw)) is pleased to announce that it is seeking applications for the Rural Domestic Violence, Dating Violence, Sexual Assault, Stalking, and Child Abuse Enforcement Assistance Program. This program furthers the Department's mission by supporting projects designed to address and prevent domestic violence, dating violence, sexual assault, stalking, and child abuse in rural jurisdictions.

# **OVW FY 2007 Rural Domestic Violence, Dating Violence, Sexual Assault, Stalking, and Child Abuse Enforcement Assistance Program**

## **Eligibility**

Applicants are limited to States, Indian Tribes, local governments, and nonprofit, public or private entities, including tribal nonprofit organizations, to carry out programs serving rural areas or rural communities. (See "Eligibility," page 4.)

## **Deadline**

Letters of intent to apply should be submitted by January 30, 2007.  
All Applicants should register online with Grants.gov by January 30, 2007.  
All applications are due by 8:00 p.m. E.S.T. on February 15, 2007.  
(See "Deadline: Application," page 4.)

## **Contact Information**

For assistance with the requirements of this solicitation, contact the Office on Violence Against Women at (202)307-6026.

This application must be submitted through Grants.gov. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726.

**Grants.gov Number assigned to announcement OVW-2007-1499**

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# **OVW FY 2007 Rural Domestic Violence, Dating Violence, Sexual Assault, Stalking, and Child Abuse Enforcement Assistance Program (CFDA 16.589)**

## **Overview**

### **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, dating violence, sexual assault, and stalking. Since its inception, OVW 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 they need to pursue safe and healthy lives and enable communities to hold offenders accountable.

### **About the OVW Rural Domestic Violence, Dating Violence, Sexual Assault, Stalking, and Child Abuse Enforcement Assistance Program**

The Violence Against Women Act of 2005 expanded the scope of the Rural Grant Program to include sexual assault and stalking, and modified the eligibility criteria as well as the statutory purpose areas under which projects must be implemented. The Rural Domestic Violence, Dating Violence, Sexual Assault, Stalking, and Child Abuse Enforcement Assistance Grant Program (Rural Program) recognizes that victims of domestic violence, dating violence, sexual assault, stalking and child abuse living in rural jurisdictions face unique barriers to receiving assistance and additional challenges rarely encountered in urban areas. The geographic isolation, economic structure, particularly strong social and cultural pressures, and lack of available services in rural jurisdictions significantly compound the problems confronted by those seeking support and services to end the violence in their lives and complicate the ability of the criminal justice system to investigate and prosecute domestic violence, dating violence, sexual assault, stalking, and child victimization cases. In addition, sociocultural, economic, and geographic barriers create difficulties for victim service providers and other social services professionals to identify and assist victims of these crimes.

The primary purpose of the Rural Program is to enhance the safety of victims of domestic violence, dating violence, sexual assault, stalking, and child victimization by supporting projects uniquely designed to address and prevent these crimes in rural jurisdictions. OVW welcomes applications that propose innovative solutions for achieving this goal. The Rural Program challenges victim advocates, law enforcement officers, pre-trial service personnel, prosecutors, judges and other court personnel, probation and parole officers, and faith- and/or community-based leaders to collaborate to overcome the problem of domestic violence, dating violence, sexual assault, stalking and child victimization and to ensure that victim safety is paramount in providing services to victims and their children.

## Deadline: Letter of Intent

All applicants who intend to apply for FY 2007 funding under this program are encouraged to **submit a non-binding letter of intent**, (please see [http://www.usdoj.gov/ovw/docs/sample\\_letter\\_of\\_intent.pdf](http://www.usdoj.gov/ovw/docs/sample_letter_of_intent.pdf)), to OVW by January 30, 2007. You may send the letter to OVW at **ovw.rural@usdoj.gov**. OVW will use these letters to forecast the number of peer review panels needed to review competitive applications.

## Deadline: Registration

The *Grants.gov* registration deadline is January 30, 2007. Registering with Grants.gov is a one-time process; however, if you are a first-time registrant, it could take up to several weeks to have your registration validated and confirmed and to receive your user password. It is highly recommended you start the registration process as early as possible to prevent delays in submitting your application package to our agency by the deadline specified. There are three steps that you must complete before you are able to register: 1) register with Central Contractor Registry (CCR), 2) be authorized as an Authorized Grantee/Recipient Official (AGO) in your organization, and 3) register yourself as an (AGO). For more information, go to [www.grants.gov](http://www.grants.gov). **Note: Your CCR registration must be renewed once a year. Failure to renew your CCR registration will preclude submission of a grant application through Grants.gov.**

## Deadline: Application

The due date for applying for funding under this announcement is 8:00 pm E.S.T. February 15, 2007.

## Eligibility

**It is very important that you review this information carefully. Applications that are submitted by non-eligible entities will be screened out during an initial review process.**

Under 42 U.S.C. § 13971(b), eligible entities for this program are States, Indian tribes, local governments, and nonprofit, public or private entities, including tribal nonprofit organizations, to carry out programs serving rural areas or rural communities.

**A rural area or community is** (A) any area or community, respectively, no part of which is within an area designated as a standard metropolitan statistical area by the Office of Management and Budget; or B) any area or community, respectively, that is i) within an area designated as a metropolitan statistical area or considered part of a metropolitan statistical area; and ii) located in a rural census tract. **Please see appendix A for instructions on discerning whether an area is eligible to apply.**

**Applicants not serving rural areas or communities will not be considered for funding.**

By statute, a **rural state** is a State that has a population density of 52 or fewer persons per square mile or a State in which the largest county has fewer than 150,000 people, based on

decennial census of 2000.<sup>1</sup> By statute, at least 75% of the total amount of funding made available for this program shall be allocated to eligible entities in rural states.

### **Indian Tribes**

For the purposes of this grant program, *Indian tribe* is defined as a tribe, band, pueblo, nation, or other organized group or community of Indians, including any Alaska Native village, or regional or village corporation (as defined in or established under the Alaska Native Claims Settlement Act, 43 U.S.C §1601 et seq.), that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. Any applicant representing a consortium of tribal governments and/or organizations must submit a resolution from the constituent tribal governments and/or organizations supporting the application. All tribal applicants are required to partner with a nonprofit, nongovernmental organization including faith and/or community-based organizations, serving victims of domestic violence, dating violence, child victimization, sexual assault, or stalking, or a community group representing the views and concerns of survivors.

### **Notice to Tribal Applicants**

The Violence Against Women Act of 2005 created a new program (the Grants to Tribal Governments Program) tailored to the needs of tribal governments in responding to domestic violence, dating violence, sexual assault, and stalking. This program combines the purpose areas from several existing programs including this one. While tribal governments are still eligible applicants within this program, there is no longer a tribal set aside; the new statute requires the set-aside funds to be transferred to the new program. Tribes will no longer need to submit several applications for multiple purposes. They will now be able to apply for all of the purposes within one application for the new program. The solicitation for the Grants to Tribal Governments Program is expected to be available in January, 2007. Notwithstanding the new grant program, all eligible applications from Indian Tribal governments submitted under this solicitation will be considered for funding.

### **Funding to Faith-Based and Community Organizations**

Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is DOJ policy that faith-based and community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and community organizations will be considered for awards on the same basis as any other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or 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.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity

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<sup>1</sup> The following states are designated as Rural based on the 2000 census: Alaska, Arizona, Arkansas, Colorado, Idaho, Kansas, Maine, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Utah, Vermont, and Wyoming.

by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

Applicants are encouraged to review the Civil Rights Compliance section under "Additional Requirements" in this announcement.

## **OVW Rural Domestic Violence, Dating Violence, Sexual Assault, Stalking, and Child Abuse Enforcement Assistance Program – Specific Information**

### **Types of Applicants**

In Fiscal Year 2007, OVW will accept applications for the Rural Program from both current grantees and new applicants. Current grantees that did not receive a 24 month award in FY 2006 are eligible to apply for supplemental, or continuation funding, to support on-going activities or to enhance those activities, so long as other eligibility criteria is met. **Current grantees** include States, Indian tribal governments, units of local government, and non-profit, public or private entities, including tribal non-profit organizations that are currently implementing awards under the Rural Program and whose grant award period ends after the FY 07 Rural Program application due date of February 21, 2007. OVW has the discretion to make a supplemental or new award to a current grantee based on the project end date of the current award. There is a possibility that continuation applicants will experience a gap in funding, even if selected for a FY 07 award. Continuation funding is not guaranteed. **New applicants** are any entities that are not currently receiving funds through the Rural Program. All applications will be subject to an external peer review and internal review by OVW staff. Those applications receiving the highest scores will be eligible for funding. **Current grantees that received new or supplemental funding for 24 months in Fiscal Year 2006 are not eligible to apply.**

### **Availability of Funds**

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

### **Award Period**

The award period for new and continuation grants will be 24 months. Budgets must reflect 24 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. Local and state agencies and tribal governments serving fewer than 5 rural counties will be eligible to receive up to \$500,000. Multi-jurisdiction, multi-state, and tribal consortium projects will be eligible to receive up to \$900,000. (Multi-jurisdictional projects are those that propose to serve 5 or more rural counties.) All applicants must submit a map detailing the proposed service area. Grants may be made for greater or lesser amounts than requested based on budget and/or programmatic changes to the application. In addition, OVW may negotiate the scope of work with applicants prior to granting an award.

Continuation applications proposing to continue current efforts should not exceed the previous award amount. However, award amounts for continuation applications that propose to enhance or expand current efforts may exceed the previous award amount, as long as the requested

amount falls within the allowable funding cap. Continuation applicants should ensure the increased award amount does not exceed the level of effort necessary to complete the project.

### **Program Scope**

The scope of the Rural Program is defined by the following authorized statutory purpose areas and strategies. Proposed projects must implement activities consistent with the statutory purpose areas and strategies. Proposed projects must address at least one purpose area and at least one strategy, but do not need to address multiple purpose areas or strategies in order to receive support.

#### Statutory Purpose Areas

The Rural Program will consider supporting projects that implement at least one of the following statutory purpose areas, as provided in 42 U.S.C. § 13971(a):

- (1) to identify, assess, and appropriately respond to child, youth and adult victims of domestic violence, sexual assault, dating violence, and stalking in rural communities, by encouraging collaboration among domestic violence, dating violence, sexual assault, and stalking victim service providers; law enforcement agencies; prosecutors; courts; other criminal justice service providers; human and community service providers; educational institutions; and health care providers;
- (2) to establish and expand nonprofit, nongovernmental, State, tribal, territorial, and local government victim services in rural communities to child, youth, and adult victims; and
- (3) to increase the safety and well-being of women and children in rural communities by dealing directly and immediately with domestic violence, sexual assault, dating violence, and stalking occurring in rural communities; and creating and implementing strategies to increase awareness and prevent domestic violence, sexual assault, dating violence, and stalking.

#### Strategies to Implement Purpose Areas

Applicants must use at least one of the following strategies, as listed in 42 U.S.C. § 13971(b), in implementing at least one of the above statutory purpose areas:

- (1) implement, expand, and establish cooperative efforts and projects among law enforcement officers, prosecutors, victim advocacy groups, and other related parties to investigate and prosecute incidents of domestic violence, dating violence, sexual assault, and stalking;
- (2) provide treatment, counseling, advocacy, and other long and short term assistance to adult and minor victims of domestic violence, dating violence, sexual assault, and stalking in rural communities, including assistance in immigration matters; and
- (3) work in cooperation with the community to develop education and prevention strategies directed toward such issues.

#### Activities That May Compromise Victim Safety

Ensuring victim safety is a guiding principle underlying this Program. Experience has shown that certain practices may compromise victim safety rather than enhance it. Certain responses by the authorities may have the effect of minimizing or trivializing the offender's criminal

behavior. Accordingly, consistent with the goals of ensuring victim safety while holding perpetrators accountable for the criminal conduct, applicants are strongly discouraged from proposing projects that include any activities that may compromise victim safety, such as the following:

- Offering perpetrators the option of entering pre-trial diversion programs;
- Case management that does not ensure the confidentiality of victims;
- Mediation or counseling for couples as a systemic response to domestic violence;
- Batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior;
- Procedures that would force victims to testify against their abusers or impose sanctions on them for refusing to do so;
- Procedures that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their age, immigration status, race, religion, sexual orientation, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;
- Policies or practices that discourage accepting cases for victims who do not have physical evidence;
- Failing to conduct safety planning with victims; and
- Promoting procedures that would require victims to seek legal sanctions against their abuser (e.g., seek a protection order or file a formal complaint).

#### Unallowable Activities

Grant funds under the Rural Program may not be used for any unauthorized purposes, including but not limited to the following activities:

- Lobbying and lobbying-related activities;
- Fundraising;
- Research projects;
- Batterer's Intervention Programs that are not mandatory and not court-mandated;
- Anger management classes;
- Purchase of certain law enforcement equipment, including guns, bulletproof vests, and ammunition;
- The development and/or maintenance of websites; and
- Physical modifications to buildings, including minor renovations.

## **Performance Measures**

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), Public Law 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Performance measures for this solicitation are as follows:



<b>Objective</b>	<b>Performance Measures</b>	<b>Data Grantee Provides</b>
Strengthen partnerships for safer communities and enhance the Nation's capacity to prevent, solve, and control crime.	1) the number and percentage of arrests relative to the number of police responses to domestic violence incidents; 2) the number of victims receiving requested services funded by the Rural Program; and 3) the number of referrals between child protective service workers and victim advocates.	This information will be provided to OVW through semi-annual progress report forms. Please see <a href="http://muskie.usm.maine.edu/vawamei/attachments/pdf/forms/rural/rural_form.pdf">http://muskie.usm.maine.edu/vawamei/attachments/pdf/forms/rural/rural_form.pdf</a> for a sample form.

## How to Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. Part of this initiative -- Grants.gov -- is a "one-stop storefront" that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding.

### Grants.gov Instructions

Complete instructions can be found at [www.grants.gov](http://www.grants.gov). Please note that Grants.gov is not the Grants Management System (GMS) through which OVW applicants have submitted applications in previous years. If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1-800-518-4726**.

In addition, applicants must send via overnight delivery a complete hard-copy original of the application, including signed copies of all required Assurances and Certifications; **postmarked by February 15, 2007** to:

**The Office on Violence Against Women**  
**c/o Lockheed Martin Aspen Systems Corporation**  
**OVW Rural Program**  
**Mail Stop 2K**  
**2277 Research Boulevard**  
**Rockville, MD 20850**  
**(301) 519-5000.**

### CFDA Number

The Catalog of Federal Domestic Assistance number for this program is 16.589, titled "Rural Program," and the funding opportunity number is OVW-2007-1499.

### **A DUNS Number is Required**

The Office of Management and Budget requires that all business and nonprofit applicants for Federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://www.dunandbradstreet.com>. Individuals are exempt from this requirement.

### **What an Application Must Include**

Applicants must complete each of the following sections as part of their response to this solicitation. **It is the responsibility of the applicant to ensure that the application is complete. OVW will remove the application from consideration prior to peer review if the application is incomplete.** For each section listed below, please note the corresponding maximum point value that may be assigned during the review process. The proposal should follow the order below for easy reading. Please be sure to number each page of the application. Peer reviewers will not receive materials submitted beyond those required by this solicitation.

Applications must use the following page format requirements:

- Double spaced (except for the summary data sheet and abstract, which should be single spaced);
- 8½ x 11 inch paper;
- One inch margins;
- Type no smaller than 12 point, Times New Roman font;
- No more than one page each for Summary Data Sheet and Abstract;
- No more than 5 pages for Status of the Current Project (if applicable); and
- No more than 20 pages for the Project Narrative (Items D through G below).

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

The SF-424 will be filled out online through Grants.gov. However, it should also be printed out and included in the hard copy that is submitted. The Catalog of Federal Domestic Assistance number for this program is **16.589** (block 10). Please be sure that the amount requested matches the amount in the submitted budget.

Applicants must ensure that the information for the authorizing official and alternate contact is filled out correctly. The authorizing official is the individual authorized to accept grant funds on behalf of the jurisdiction or non-governmental private entity applying.

### **Standard Assurances 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 Grants.gov.

## **Narrative (Total 65 Points)**

The following narrative will be submitted as an attachment in Grants.gov.

A. Summary Data Sheet (single spaced, 1 page)

Please identify the following:

- Name, title, address, phone number, and e-mail address for the authorized official;
- The agency name and type of agency (i.e., local government, state government, tribal government, nonprofit organization, community-based) applying for funding;
- The faith- and/or community-based nonprofit, nongovernmental victim services program collaborating on this project (if applicable);
- Whether this is a new or continuation application (see “Types of Applicants”, page 6);
- Whether this project is a local, tribal, multi-jurisdiction, multi-state or tribal consortium project (see Eligibility requirements, page 4);
- Whether the applicant is from a rural or non-rural state;
- The rural area(s) or community(ies) to be served by the project;
- The population and square mileage of region to be served; and
- The Rural Program Statutory Purpose Area(s) and the Strategy(ies) addressed by this proposal.

B. Abstract/Proposal Summary (single spaced, 1 page)

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

C. Status of the Current Project (double spaced, 5 pages)

**Only applicants for continuation funding need to complete this section. This section will be used for internal review only. Applications that do not meet the criteria below may receive a deduction in points.** This section should be provided on a separate page as it is a separate section from the program narrative and does not count toward the page limits of the narrative. State what has been accomplished with previous funding under the Rural program, including the following:

- A description of the goals and objectives from the prior grant period and a brief discussion of the status of the existing project;
- The status of any project products;
- Any unanticipated obstacles to project implementation;
- The approximate unobligated amount of award funds remaining as of February 21, 2007, if any; the anticipated time line for expenditure of any remaining funds within the grant award period; whether the grantee anticipates requesting a no-cost extension of the award; and the likely timeline for such a request; and
- A list of OVW sponsored trainings attended under the current grant funding cycle.

This section should be as clear and succinct as possible.

**Additionally, current 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 Rural Program funds have been limited to program Purpose Areas;
- Whether the grantee has complied with all special conditions of its existing grant award from the Department of Justice;
- Whether the grantee has adhered to programmatic and financial reporting requirements;
- 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 as required by a special condition of the current award;
- Whether the grantee has received financial clearances on all current grants from DOJ;
- Whether the grantee has complied with the Office of Management and Budget audit requirement, if applicable; and
- Whether grant funds have been spent in a timely manner.

Please note, applicants with an OVW grant history that failed to meet grant deadlines, did not comply with Office of Justice Programs' (OJP) financial requirements, or did not comply with special conditions from previous grants, will not be considered for funding.

D. Purpose of Application (10 points)

This section should briefly:

- Describe the problem to be addressed and how funding would alleviate it;
- Describe current services and gaps;
- Describe the community's service area in which the project would be implemented, including location, population, and demographic information;
- Describe how the proposed project complements the State's STOP Violence Against Women Implementation Plan;
- The description of the impact of current or prior efforts to prevent and reduce domestic violence, dating violence, sexual assault, and/or stalking in the rural jurisdiction;
- The need or continued need for the project; and
- The description of the community to be served-including diverse, traditionally underserved populations of victims of domestic violence, dating violence, sexual assault, and/or stalking, and how the proposed project will address their needs.

E. What Will Be Done (40 points)

This section should detail the project goals and objectives, describing the specific tasks and activities necessary for accomplishing each, and including a time frame that identifies when activities will be accomplished. For continuation grants, the applicant should describe how additional funding will continue and/or enhance the existing project.

This section should identify tangible products that will be generated, e.g., a video, a brochure, or curriculum, how the products will be used, and what populations will benefit from their use. However, development of products is not a requirement of the Rural Program.

F. Who Will Implement the Project (10 points)

All applicants must identify the agency(ies) or office(s) responsible for carrying out the project. This section should clearly identify all of the project partners, specifying their respective responsibilities, and the collaborative relationship to be developed or enhanced. A description of the expertise or experience of key staff should also be included.

In addition, all applicants (who are not nonprofit, nongovernmental victim services organizations) **are required** to enter into formal collaborations with faith and/or community-based nonprofit, nongovernmental organizations serving victims of domestic violence, sexual assault, and/or stalking. Community and/or faith-based domestic violence victim advocates must be involved in the **development and implementation of the project. Applicants must demonstrate that they have consulted and coordinated in a meaningful way with nonprofit, nongovernmental domestic violence, and/or sexual assault victim services programs.**

Victim services organizations should meet **all** of the following criteria:

1. Provide services to **youth** and adult victims of domestic violence, **sexual assault**, dating violence or **stalking** as one of their primary purposes and have a documented history of work on such issues;
2. Address a demonstrated need in their communities by providing services that promote the integrity and self sufficiency of victims, improve their access to resources, and create options for victims seeking safety from perpetrator violence; and
3. Do not engage in activities that compromise victim safety.

G. Sustainability Plan (5 points)

As this is a competitive, discretionary program, there is no guarantee of continuation funding. Applicants are required to include a plan describing their commitment and capacity to continue the project if Federal funding through the Rural Program were no longer available.

The plan will be evaluated on whether it proposes feasible strategies to preserve project activities long-term. **Continuation or supplemental funding is not guaranteed and applicants are always encouraged to seek additional means of support to sustain their current projects.**

**Budget Detail Worksheet and Narrative** (15 Points)

Each application must include a detailed budget and budget narrative for the project. This will be submitted as an attachment in Grants.gov. 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. There must be a clear link between the proposed activities and the proposed budget items. The budget should include only those activities, products, and resources that are necessary for project implementation and discussed in the project narrative. In developing the budget, applicants should fairly compensate all project partners for their participation in any project-related activities, including but not limited to, compensation for time and travel expenses to attend or provide project development, training, and implementation. The budget must include compensation for all services rendered by project partners, including nonprofit,

nongovernmental domestic violence and/or sexual assault victim services programs and state and tribal domestic violence and/or sexual assault coalitions.

### **Budget Caps**

The following award limits are firm and also apply to applications for supplemental funding. Under no circumstances should the proposed budget exceed the following limits:

- Up to \$500,000 for local and state agencies and tribal governments serving fewer than 5 rural counties; and
- Up to \$900,000 for multi-jurisdiction, multi-state and tribal consortium projects.

**OVW has the discretion to make grants for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to award of a grant.**

### **Budget Requirements**

The following is a list of budget guidelines:

- Applicants are strongly discouraged from requesting consultant rates in excess of \$450 per day, because they require prior approval from the Director of the Office on Violence Against Women.
- Applicants may not allocate any funds for building renovations. This includes such seemingly minor activities as painting or carpeting.
- Applicants may not use any OVW funds for conducting research; however, up to 1% of the budget may be allocated for the purpose of assessing the effectiveness of funded activities. For example, funds may be used to conduct pre and post testing of training recipients or victim satisfaction surveys. In conducting such testing or surveys, grantees may not collect, analyze or disseminate any information identifiable to a private person during the course of assessing the effectiveness of funded activities.
- A contribution of non-Federal dollars (“match”) is not required for this program, but applicants are encouraged to maximize the impact of Federal dollars by contributing to the costs of their projects. Supplemental contributions may be cash, in-kind services, or a combination of both. Any non-Federal contributions can be discussed in the project narrative; however, these supplemental contributions should not be included in the budget or budget narrative.
- Access to current research and practice on violence against women through training and technical assistance can reduce staff burnout, improve project performance, and impact project sustainability. Therefore, OVW offers a wide range of training and technical assistance opportunities to all of its grantees. These offerings are specifically designed to assist grantees in meeting their goals and objectives and in complying with all relevant statutory and programmatic requirements. All applicants **are required** to allocate funds in the amount of (\$15,000 for local, individual tribal projects, and state or local agencies applying on behalf of fewer than 5 rural counties and \$25,000 for multi-jurisdictional, multi-state and tribal consortium projects) to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Applications selected for funding that do not include the entire recommended amount will not receive additional funds for this purpose, but will be required

to adjust their budgets to cover these costs prior to final approval of the proposal. This required amount must be included in the “travel” category. Please provide an estimated breakdown for this amount (include the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc.). These funds are to be used **only** for OVW-designated technical assistance unless otherwise approved by OVW. Any training and TA funds not used by the end of the grant period may not be reprogrammed and must be returned to OVW. Travel funds should be used to support travel by all partners, including nonprofit, nongovernmental victim services providers.

- Applicants are also encouraged to include funds in their budgets to attend Financial Management Training Seminars sponsored by the Office of Justice Programs’ (OJP), Office of the Comptroller. These seminars instruct participants in the financial administration of OJP and OVW formula and discretionary grant programs. A schedule listing the financial training seminars is available at <http://www.ojp.usdoj.gov/oc/fmts.htm>.

A Sample Budget Detail Worksheet is available at [http://www.ojp.usdoj.gov/Forms/budget\\_fillable.pdf](http://www.ojp.usdoj.gov/Forms/budget_fillable.pdf). The budget and budget narrative should be submitted online as one attachment. When preparing these items, please use the Budget Detail Worksheet as a guide and be sure to include all necessary budget categories. The budget should clearly describe the proposed amounts and uses of grant funds for the duration of the grant period and how the amounts of the specific budget items were determined.

#### **Memorandum of Understanding (MOU) (20 points)**

The MOU should be a single document that includes signatures and dates from all partners. Signatories should be sure to include their titles and agencies under their signatures. The MOU should include the following:

- All relevant criminal justice agencies participating in project development or implementation, (e.g., law enforcement, prosecution, the courts, and probation);
- All faith and/or community-based nonprofit, nongovernmental domestic violence and/or sexual assault victim services organizations or community groups that represent the views and concerns of victims; and
- Any other community agencies or organizations that will collaborate to implement the project.

The MOU must do the following:

- Identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- Specify the extent of each partner’s participation in developing the application;
- Clearly state the roles and responsibilities each organization or agency would assume to ensure the success of the proposed project;
- Identify the representatives of the planning and development team who will be responsible for developing and implementing project activities and describe how they will work together and with project staff;

- Demonstrate a commitment on the part of all project partners to work together to achieve stated project goals;
- Indicate approval of the proposed project budget by all signing partners; and
- Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, training).

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

**Letter of Nonsupplanting**

Applicants must submit a letter to OVW's Director, certifying that Federal funds will not be used to supplant State or local funds should a grant award be made. Please refer to [http://www.usdoj.gov/ovw/docs/nonsup\\_letter.pdf](http://www.usdoj.gov/ovw/docs/nonsup_letter.pdf) for a sample letter.

**Financial Capability Questionnaire**

All nonprofit, nongovernmental organizations that apply for funding with OVW that have not previously (or within the last 3 years) received funding from OVW or OJP must complete a Financial Capability Questionnaire. The form can be found at <http://www.ojp.usdoj.gov/oc>. You should also include the cognizant Federal audit agency and fiscal year on the first page. In addition, be sure to submit your current year's audit report with the Financial Capability Questionnaire.

**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. If you need additional information on this requirement, please go to <http://www.ojp.usdoj.gov/FinGuide/part3chap17.htm>.

**Eligibility Page**

A print out demonstrating eligibility as a rural area or community (instructions in appendix A). Partially eligible applicants should include a print out of the census map.

**Service Area Map**

A map of the area to be served.

**Additional Program Requirements**

**Technical Assistance**

Grant recipients are required to work collaboratively with staff from OVW and OVW sponsored technical assistance providers under the Rural program. Grant recipients will be asked to identify grant supported personnel and project partner representatives to participate in technical assistance events. Participation in technical assistance events will often involve out-of-state travel and applicants are therefore required to include funds in the project budget to support travel costs associated with these activities.

Technical assistance set-aside funds are only to be used to cover travel costs to attend trainings provided by OVW-sponsored technical assistance service providers. Attendance at OVW-sponsored trainings is a requirement of the grant.



## Selection Criteria

In addition to the criteria above, all applications will also be rated on the following:

- The extent to which all project activities fall within the statutory scope of the program;
- The extent to which proposed activities would address the need described;
- The extent to which project activities seem feasible and likely to succeed;
- The extent to which the proposal does not include activities that compromise victim safety; and
- The extent to which activities are clearly described and reflect sound and innovative strategies to improve victim safety.

## Review Process

All applications will be subject to internal review by OVW staff and peer review and will be scored according to the criteria set forth in this solicitation. If the application fails to meet the criteria listed below for the initial internal review, the application will not receive further consideration. If applications that are partially beyond the scope of the program are sent to formal peer review, only those sections of the application that are within scope will be reviewed. Criteria for the initial internal review follow:

- Whether the application is complete;
- Whether the proposed activities are within the scope of the program (see page 7);
- Whether all statutory eligibility criteria are met (see page 4);
- Whether the application proposes significant activities that may compromise victim safety (see page 8); and
- Whether the proposed budget is within the established limits (see page 6).

In addition, applications for continuation funding will be reviewed for prior compliance with Program and Office requirements and the status of current grant-funded activities. (See page 11 for further details on criteria for this review.) Applicants with an OVW grant history that failed to meet grant deadlines, did not comply with Office of Justice Programs' (OJP) financial requirements, or did not comply with special conditions from previous grants, will not be considered for funding.

OVW will establish panels of experts and practitioners to review applications. Each panel will review the information provided in the application against the selection criteria for the program. Following formal peer review, a second internal review will be conducted, considering, for example, the geographic distribution of the applications for a national perspective, the ratio of population to services, and the type of projects already funded within an applicant's state or community. The total points possible for an application are 100 (65 points for Narrative, 15 points for Budget, and 20 points for the MOU.) Applications with the highest composite scores will be considered for funding.

## Additional Requirements

- Civil Rights Compliance
- Confidentiality and Human Subjects Protections regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of the Comptroller Financial Guide  
*[<http://www.ojp.usdoj.gov/FinGuide>]*
- Suspension or Termination of Funding

All OVW grantees must comply with these additional requirements. Additional information for each can be found at <http://www.ojp.usdoj.gov/funding/otherrequirements.htm>. References to the Office of Justice Programs' and its components are deemed to refer to the Office on Violence Against Women, as applicable.

## OVW Application Checklist

Applicants must submit a fully executed application to OVW via overnight delivery, including all required supporting documentation. **Applications will not be accepted via facsimile.** **Although most parts of the application need to be submitted through Grants.gov as well as in hard copy form, it is the hard copy that will be reviewed.** Applications submitted via Grants.gov must be in the following word processing formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).

Complete applications should include the following:

- The SF-424;
- Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug Free Workplace Requirements;
- The summary data sheet, project abstract, project narrative, and for continuation applicants, the status of the project;
- A print out of the Eligibility sheet (See Appendix A);
- The budget, budget summary, and budget narrative;
- A Letter of Nonsupplanting;

- A MOU;
- A current Indirect Cost Rate Agreement (if applicable);
- A Financial Capability Questionnaire, if applicable; and
- A Service Area Map.

Detailed instructions on how to use the Grants.gov system to submit your application online are available at [www.grants.gov](http://www.grants.gov). Also, a toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, 1-800-518-4726.

To help expedite the review process, applicants must send via overnight delivery a complete hard-copy original of the application, postmarked by **February 15, 2007** to:

**The Office on Violence Against Women  
c/o Lockheed Martin Aspen Systems Corporation  
OVW Rural Program  
Mail Stop 2K  
2277 Research Boulevard  
Rockville, MD 20850  
(301) 519-5000.**

# Appendix A

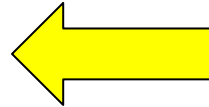
## Step-by-step instructions to find if your project service area is eligible as a Rural Area

1. Click on the following link:  
<http://ruralhealth.hrsa.gov/funding/eligibilitytestV2.asp>

1. Scroll down to the bottom of the page and fill in the blank fields for your **State** and your **County**.

**Example 1:**

State:  County:



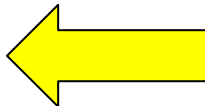
2. Click **Submit**. A screen such as the following will appear, indicating if all or part of the county is eligible.

To find out your eligibility status, enter the information below.

Back

State:  County:

**County: defiance, state OH is eligible.**

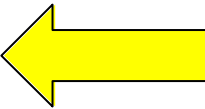


For the eligibility status of all areas outside the 50 States, contact the Office of Rural Health Policy (301-443-0835) or download the document below.

<input type="text" value="Title"/>	<input type="text" value="Format"/>
<input type="text" value="List of Eligible Areas"/>	<input type="text" value="pdf"/>

**Example 2 (partial eligibility):**

The following census tracts in Canyon, ID are eligible:



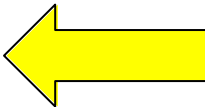
16027022100

For the eligibility status of all areas outside the 50 States, contact the Office of Rural Health Policy (301-443-0835) or download the document below.

Title	Format
List of Eligible Areas	pdf

**Example 3 (ineligible):**

County: Orange, State CA is ineligible.



For the eligibility status of all areas outside the 50 States, contact the Office of Rural Health Policy (301-443-0835) or download the document below.

Title	Format
List of Eligible Areas	pdf

3. In order to look up the Census Tract, click on the following link:

<http://factfinder.census.gov/servlet/AdvGeoSearchByListServlet?>

The screen will open into a small table. You can choose the type of search you would like to do in order to find specific information about your area. Select "Census 2000" under the year and program box. Select "Census Tract" under the "Search for" menu, and enter the proper state in the state selection box. Next select the county and the specific census tract. When determining what census tract to enter, disregard the first five digits of the number listed on the first website.

Choose option "**map it**". Once you click on it, the site will provide you with the U.S. map of the area that may be served.

Please be sure to print out the page that states either full or partial eligibility. If partial, please also print out the census map. These printouts must be included with the application. You must also specify in your application the boundaries of the area you plan to serve and include a map of the service area.

## FINDING RURAL CENSUS TRACTS

The following is an alternative step-by-step guide to finding rural census tracts. Please note that any census tracts identified via this tool where more than 50% of the population is listed as “rural” will qualify.

- 1) go to  
[http://factfinder.census.gov/servlet/DatasetMainPageServlet?\\_program=DEC&\\_submenuId=datasets\\_1&\\_lang=en](http://factfinder.census.gov/servlet/DatasetMainPageServlet?_program=DEC&_submenuId=datasets_1&_lang=en)
- 2) On the right column click on “custom table”
- 3) On the tabs at the top, click on “geo within geo”
- 4) under “show me all” click “census tracts”
- 5) under “within” select “state”
- 6) under “select a state” select your state
- 7) under “geographic area” select “all census tracts”
- 8) click “add”
- 9) click “next”
- 10) select “P2 Urban and Rural” and click “go”
- 11) in the next box select “urban” and “rural” and click “add”
- 11) click “next”
- 12) click on “show result”