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

OVW

Technical Assistance
Program

Fiscal Year 2004
Solicitation

GMS REGISTRATION DEADLINE:
April 6, 2004

APPLICATION DEADLINE:
April 20, 2004

U.S. Department of Justice
Office on Violence Against Women
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Washington, DC 20531

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www.ojp.usdoj.gov/vawo

OVW Technical Assistance Program
www.ojp.usdoj.gov/fundopps.htm

About the Office on Violence Against Women

The Office on Violence Against Women (OVW) is a component of the U.S. Department of Justice. Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership against domestic violence, sexual assault, and stalking. Since its inception, the Office has launched a multifaceted 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.

OVW Technical Assistance Program

OVW's Technical Assistance Program (TA Program) provides OVW grantees and others in the field with the training, expertise, and problem-solving strategies they need to meet the challenges of addressing domestic violence, sexual assault, dating violence, and stalking. OVW's technical assistance providers (TA Providers) offer educational opportunities, conferences, peer-to-peer consultations, site visits, and tailored assistance that allows OVW grantees and others to learn from experts and one another about how to effectively respond to crimes of violence against women.

Technical assistance plays a critical role

in ensuring that OVW funds are leveraged to have the greatest possible impact on communities, particularly those jurisdictions that are seeking to respond aggressively to violent crimes against women by implementing projects that promote victim safety and bring perpetrators to justice

In shaping its technical assistance program, OVW has actively solicited input from its grantees to ensure that efforts are responsive to the needs and concerns of local communities. As part of its commitment to continuous improvement, OVW seeks feedback on a regular basis from its grant recipients so that the technical assistance can be enhanced and refined as necessary to meet the needs of our grantees.

The primary purpose of the OVW TA Program is to provide direct assistance to grantees and subgrantees to enhance the success of local projects they are implementing with VAWA grant funds. In addition, OVW is focused on building the capacity of national criminal justice, victim services, and victim advocacy organizations to respond effectively to sexual assault, domestic violence and stalking and to foster partnerships between organizations that have not traditionally worked together to address violence against women.

Technical assistance projects are developed as collaborative efforts between non-profit, non-governmental victim services or advocacy organizations and criminal justice or judicial organizations and/or other agencies. Projects are designed to reach a range of grantees, bringing

victim advocates and criminal justice professionals together in ways that challenge them to consider different perspectives and new solutions to the complex problems they confront. Grantees of all OVW grant programs are provided the opportunity to obtain technical assistance suited to their needs.

Availability of Funds

Award Period

Cooperative agreements to provide technical assistance will be made to successful applicants for 12 or 24 month periods in Fiscal Year 2004.

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.

Cooperative agreements may be made for greater or lesser amounts than requested. In addition, OVW may negotiate the scope of work with applicants prior to granting an award.

Current grantees should note that continuation or supplemental funding is not guaranteed. All applications will be subject to peer review and internal review by OVW staff and will be scored according to the criteria set forth in this solicitation. Applications with the highest scores will be eligible to receive funds available for this grant program.

Application Due Date

Please note that final applications are due **by 5:30 pm (EST) April 20, 2004, and will be accepted only through the**

U.S. Department of Justice's Office of Justice Programs online Grant Management System (GMS). In addition, applicants should register online with GMS **by April 6, 2004.** It may take up to one week to receive confirmation that you are eligible to apply.

Please refer to the "How to Apply" section on page 22 of this solicitation for further instructions.

Program Eligibility

Eligible applicants are public or private, nonprofit victim services and advocacy organizations, national criminal justice organizations, judicial organizations, faith-based and/or community-based organizations or other agencies with expertise in the technical assistance categories or subcategories described in this solicitation.

Types of Applicants

OVW will accept applications to provide technical assistance from new applicants and current grantees.

New applicants are any entities that are not currently receiving funds from OVW to provide technical assistance.

Current grantees are those agencies and organizations currently receiving OVW funds to provide technical assistance.

Program Scope

Funds for the OVW TA Program are derived from the Violence Against Women Act's STOP formula and discretionary grant programs. Priority will be given to proposals that target

recipients of one or more OVW grant programs.

OVW will fund an array of technical assistance projects to support the activities of its grantees and to forge strong partnerships among organizations that come together to address domestic violence, sexual assault, dating violence, or stalking. In making its technical assistance awards, OVW enters into cooperative agreements with successful applicants. Applicants should understand that entering into a cooperative agreement requires a higher level of involvement and interaction with the Federal government and OVW than receipt of a typical grant award.

Technical assistance projects supported by OVW must:

- **Outline a national or regional scope of work.** Applicants limiting technical assistance to a specific region(s) of the country must detail why a regional approach is preferable to the development of a national initiative;
- **Be developed as collaborative efforts** with nonprofit, nongovernmental victim services and advocacy organizations and police or judicial, prosecutorial, or other criminal justice organizations. Partnerships should be based on formal collaborations that recognize the distinct roles and responsibilities of each participating agency or entity. Each applicant is required

to submit a Memorandum of Understanding (MOU) to OVW signed by authorizing officials of all partner organizations;

- **Reach a range of grant recipients**, bringing victim advocates and/or criminal justice professionals together in ways that challenge them to consider different perspectives and new solutions to the complex problems they confront;
- **Reflect an understanding** of the positive, systemic, social, and cultural changes that are needed to stop violence against women;
- **Incorporate or reflect the experiences of survivors and victim advocates**; and
- **Include strategies for creating and implementing culturally appropriate responses** that enhance victim safety and offender accountability.

OVW encourages applicants to design educational initiatives that are interactive and experiential and that seek to change values and attitudes that have traditionally prevented victim advocates, criminal justice professionals and others from working effectively together to respond to sexual assault, domestic violence, dating violence, and stalking. Applicants proposing education programs (e.g., workshops, conferences, symposia) should discuss in detail the adult education methods they will use to promote new insight, knowledge, skills, and abilities.

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

- Development and dissemination of state-of-the art resource materials;
- Partnership- and team-building opportunities for victim advocates and criminal justice professionals;
- Efforts that educate the intended audience about culturally appropriate responses that enhance the safety of women of all populations;
- Computer and Internet-facilitated training (e.g. online distance or e-learning);
- Conference-calls, institutes, and conferences to share the development and implementation of promising practices and model policies and protocols;
- Small, topic-specific workshops and other interactive educational opportunities;
- Invitational meetings to debate and discuss complex issues;
- Peer-to-peer consultations and mentoring programs;
- Onsite consultations to share promising practices; and
- Community-based and community-driven workshops to address violence against women.

OVW supports two types of technical assistance projects:

- Comprehensive technical assistance to grantees receiving support from particular OVW discretionary grant programs; and
- Targeted technical assistance designed to reach a broader audience to address issues of special interest and to promote professional development.

Applicants should indicate whether they are interested in providing comprehensive or targeted technical assistance as described below.

I. Comprehensive Technical Assistance

Comprehensive providers must offer technical assistance to **all** of the grant recipients in a particular grant program, and address all of the statutory purpose areas for the program to which they provide technical assistance. Entities that wish to apply as comprehensive technical assistance providers must demonstrate their capacity to reach the full number and variety of grantees in the program for which they are applying to provide technical assistance, and to address the full spectrum of purpose areas in the program.

In Fiscal Year 2004, applications to provide comprehensive technical assistance to OVW grantees are invited for the following grant programs only:

- **Grants to Encourage Arrest Policies and Enforcement of Protection Orders;**
 - **Rural Domestic Violence and Child Victimization Enforcement Grants;**
 - **Grants to Reduce Violent Crimes Against Women on Campus;**
 - **STOP Violence Against Indian Women Discretionary Grants;**
 - **Grants to Address Violence Against and Abuse of Women with Disabilities; and**
 - **The Transitional Housing Program for Victims of Domestic Violence.**
- Developing training materials and regular publications for grantees;
 - Responding to requests for problem-solving from grantees;
 - Providing technical assistance on the full range of statutory and programmatic requirements grantees must meet;
 - Facilitating peer-to-peer mentoring; and
 - Facilitating access to other sources of specialized technical assistance available through other OVW technical assistance providers.

Providing comprehensive technical assistance includes, but is not limited to:

- Maintaining a current database of grantee contacts;
- Developing and maintaining Web-based information for grantees to include training announcements, promising practice summaries, and other information of interest to grantees;
- Convening national and regional training events;
- Assisting grantees through on-site consultations, email, over the telephone and by conducting regular conference calls ;

In Fiscal Year 2004, OVW will accept applications to provide comprehensive technical assistance to grantees supported through each of the grant programs described in detail below:

A. Grants to Encourage Arrest Policies and Enforcement of Protection Orders

Grants to Encourage Arrest Policies and Enforcement of Protection Orders support jurisdictions that are implementing mandatory or pro-arrest policies as an effective intervention that is part of a coordinated community response to domestic violence. The Arrest Program reinforces that domestic violence is a crime for which offenders must be held accountable through investigation, arrest, prosecution, and close judicial scrutiny. To increase victim safety, the criminal justice system collaborates with community-based

victim service organizations to establish a coordinated community response. Grant funds may be used to implement mandatory or pro-arrest programs and policies; develop policies and training in criminal justice agencies to improve the tracking of domestic violence and dating violence cases; and to create centralized domestic violence units in police departments, prosecutor's offices, or other criminal justice agencies.

In FY 2004, OVW will fund a comprehensive technical assistance project to support approximately 200 grantees of the Grants to Encourage Arrest Policies and Enforcement of Protection Orders as they work toward collaboration and a coordinated community response to domestic violence. A priority of this technical assistance effort will be to bring teams of victim advocates, law enforcement officers, prosecutors, judges, probation officers, and other criminal justice professionals together to seek and adopt effective strategies for collaboration, including community-driven solutions.

Issues the comprehensive provider for the Arrest Program should be prepared to address with grantees include:

- Developing standardized policies in the criminal justice system and the community for responding effectively to domestic violence;
- Addressing enforcement of intra- and interstate and tribal orders of protection;
- Understanding victim advocacy and the role of public and private

victim and legal advocates;

- Addressing the needs of underserved victims of domestic violence, including older individuals, persons with disabilities, and immigrants;
- Identifying methods and strategies for creating systemic, cultural, and individual change;
- Identifying effective law enforcement and prosecution strategies;
- Identifying methods for enhancing victim safety and safety planning; and
- The development of technology to facilitate information sharing, protection order enforcement, enhanced investigation of and prosecution of cases and enhanced victim safety and confidentiality.

B. Rural Domestic Violence and Child Abuse Enforcement Grants

The Rural Domestic Violence and Child Abuse Enforcement Grants are designed to enhance services available to rural victims and children by encouraging community involvement in developing a coordinated response to domestic violence, dating violence, and child abuse. A state is considered rural if it has a population of 52 or fewer persons per square mile or the largest county has less than 150,000 people. In rural states, eligible applicants are

state and local governments and public and private entities. Non-rural states may apply on behalf of rural jurisdictions in their states. Eligible applicants also include tribal governments in rural and non-rural states. At least five percent of the funding for this program is granted to Indian tribal governments.

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

In FY 2004, OVW will support a comprehensive technical assistance project dedicated to serving approximately 150 grantees of the Rural Domestic Violence and Child Victimization Enforcement Grants Program (Rural Program). Applicants should describe in detail how the technical assistance they propose to provide would help grantees overcome obstacles to creating coordinated community responses in rural areas for victims of domestic violence, dating violence and child abuse that involve non-profit victim advocacy agencies, health care, social service, and criminal justice systems and others. Additionally, applicants should utilize innovative approaches to improve the ability of geographically isolated rural jurisdictions to participate fully in the proposed technical assistance. Such strategies include, but are not limited to, the use of listservs, audio-conferences, and video-conferences.

Issues the comprehensive technical

assistance provider for the Rural Program should be prepared to address include:

- Developing and implementing policies, protocols, and services to identify and intervene early in domestic violence, dating violence, and child abuse cases;
- Developing and implementing prevention efforts addressing domestic violence, dating violence, and child abuse;
- Identifying strategies for enhancing victim safety and enhancing victim access to crisis and long term services;
- Enhancing the investigation and prosecution of domestic violence, dating violence, and child abuse cases;
- Developing and implementing creative and comprehensive strategies for enhancing community understanding of domestic violence, dating violence, and child abuse by drawing on the unique characteristics and resources of rural jurisdictions;
- Addressing the intersection between domestic violence and child abuse;
- Developing community awareness, education, and prevention campaigns and strategies; and
- Developing culturally appropriate,

accessible services that address the needs of rural immigrants who are victims.

C. Grants to Reduce Violent Crimes Against Women on Campus

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

In FY 2004, OVW will fund a comprehensive technical assistance project to support the ability of approximately 85 college and university grantees to address violent crimes against women. The technical assistance should reflect an understanding of the unique environment in which college and university women live and work and should demonstrate how it will help schools address the social norms that underlie violence against women.

Applicants should address how they intend to build the capacity of grantees to achieve one or more of the following:

- Establish and expand campus-based victim services and collaborate with community-based agencies to serve the needs of student victims;
- Develop and implement policies,

protocols, and strategies to promote the early identification, intervention, and prevention of violence against women on campus;

- Strengthen comprehensive, campus-based advocacy programs offering services to victims, including shelter and follow-up services;
- Educate providers about victim safety, confidentiality, and privacy issues;
- Develop education programs and prevention strategies targeting the entire campus community, including faculty, staff and students;
- Establish mandatory prevention and education programs about violence against women for all incoming students, working collaboratively with campus- and community-based victim services and advocacy organizations;
- Develop programs for underserved populations on campus;
- Establish training programs for campus disciplinary boards to improve their responses to violence against women;
- Establish mandatory training for campus police to respond effectively to sexual assault, domestic violence, and stalking and to hold perpetrators accountable for their acts;

- Establish stalking prevention programs, including cyber-stalking prevention;
- Increase collaboration among campus-based groups and local criminal justice or civil legal agencies, and community-based victim services and advocacy programs;
- Strengthen sexual assault programs, including strategies to address drug-facilitated sexual assault and to establish campus-based sexual assault nurse examiner (SANE) programs;
- Develop, install, or expand data collection and communication systems, including computerized systems linking campus security to local law enforcement to facilitate the identification and tracking of arrests, protection orders, violations of protection orders, prosecutions, and convictions;
- Establish and support statewide consortia of institutions of higher education working together to address violence against women on campuses; and
- Assist victims in immigration matters by using the legal remedies established by the Violence Against Women Act to enhance their safety.

D. STOP Violence Against Indian Women Discretionary Grants

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

In FY 2004, OVW will fund a consortium of technical assistance projects to meet the needs of approximately 120 grantees of the STOP Violence Against Indian Women Discretionary Grants Program. Applications should address one or more of the following issues:

- Identifying and recruiting national Tribal experts in victim advocacy, criminal justice, and other disciplines to provide intensive on-site training and technical assistance to STOP Violence Against Indian Women grantees, including those experiencing administrative challenges;
- Providing outreach and limited capacity-building for non-grantees who are interested in starting a coordinated community response to violence against Indian women;
- Bringing together tribal, state, and local officials to begin relationship-building and discussion of full faith and credit with respect to protection orders in Indian Country;
- Assisting tribal, state, and local officials with identifying barriers to the implementation of full faith

and credit;

- Working with tribal, state, and local officials to develop and implement strategies to overcome barriers to full faith and credit; and
- Identifying cultural traditions that can be put to work to end violence against Indian women.

E. Grants to Address Violence Against and Abuse of Women with Disabilities

Women with disabilities may experience an increased vulnerability to violence and abuse because of a dependency for assistance to meet basic needs, frequent exposure to medical and institutional facilities, and negative stereotypes that they are dependent, passive, unintelligent, and easy targets.

Women with disabilities face unique barriers (physical, programmatic, and attitudinal), which hinder their ability to utilize essential services and report incidents of violence and abuse. Programs may lack informational materials available in alternative formats, or access to interpreter services. Victim service or advocacy organizations may not be knowledgeable about particular disabilities. Ensuring the safety of women with disabilities who are victims of domestic and sexual violence requires victim service and advocacy programs, disability organizations, the criminal justice system, social services, medical and institutional facilities, and other community-based organizations to establish an ongoing, collaborative effort

with the purpose of eliminating the physical, programmatic, and attitudinal barriers that exist so women with disabilities may access the myriad of essential services to ensure victim safety and offender accountability.

In FY 2004, OVW will support comprehensive technical assistance for approximately 35 recipients of Grants to Address Violence Against and Abuse of Women with Disabilities to be delivered collaboratively by at least one domestic or sexual violence program and at least one disability program. Comprehensive technical assistance for this Program should include:

- The sponsorship of a new grantee orientation to assist grant recipients with general grant management, curriculum development, training techniques, and strategies for successful collaboration;
- Providing intensive technical assistance to grantees on strategic planning, project implementation, collaboration, and the development of training programs;
- Assisting grantees with the development of innovative programs that will enhance the accessibility of services, resources, communication, and outreach to abused women with disabilities;
- Identifying promising practices and emerging issues;
- Providing education and training

on the dynamics of domestic violence, sexual assault, and stalking; and

- providing resources and information on ADA compliance.

F. Transitional Housing Program for Victims of Domestic Violence

In Fiscal Year 2004, OVW will initiate a new grant program to support States, units of local government, Indian tribes, and other organizations to provide assistance to minors, adults, and their dependents who are homeless, or in need of transitional housing or other housing assistance, as a result of fleeing a situation of domestic violence and for whom emergency shelter services or other crisis intervention services are unavailable or insufficient.

These grants may be used to provide short-term housing assistance, including rental or utilities payments assistance and assistance with related expenses such as payment of security deposits and other costs incidental to relocation of persons needing transitional housing. They may also be used to provide support services to enable a minor, an adult, or a dependent who is fleeing a domestic violence situation to locate and secure permanent housing and integrate into a community by providing that person with services such as transportation, counseling, child care services, case management, employment counseling, and other assistance.

This Fiscal Year, OVW will support a comprehensive technical assistance project to support States and Territories

in their efforts to implement this program.

II. Targeted Technical Assistance

Targeted technical assistance providers address the technical assistance needs of a particular group of professionals (e.g., state coalition employees, law enforcement officers, prosecutors, victim advocates, the judiciary, or the clergy); and/or they offer substantive expertise on issues of special interest to the field or to OVW.

Areas of Special Interest to OVW

In Fiscal Year 2004, all applications that fall within the scope of the TA Program will be accepted for peer review but OVW is particularly interested in receiving applications to provide targeted technical assistance in the following areas:

- Specialized, “brokered” technical assistance to communities or jurisdictions that are not recipients of OVW funding;
- Technical assistance to States and local communities to address grants management, acquisition of resources, sustainability, and strategic planning;
- Technical assistance to U.S. Territories on the effective use of OVW grant funds;
- Training and technical assistance to jurisdictions and agencies which represent underserved communities to assist those communities in accessing OVW grant funds and to foster effective

partnerships with agencies that work exclusively with underserved populations;

- Training and technical assistance to communities on domestic violence fatality review;
- Technical assistance to law enforcement officers, prosecutors, and victim advocates on lethality assessment;
- Technical assistance to address the intersection between race, culture, and domestic violence;
- Technical assistance, consultation, and training on full faith and credit of protection orders as mandated by the Violence Against Women Act, including a project that would focus exclusively on tribal issues;
- Extensive training and technical assistance tailored to the specific requests of States and localities as well as law enforcement, prosecution, and victim services agencies to address the crime of stalking;
- Education and training for prosecutors and law enforcement officers assigned to domestic violence, stalking, and sexual assault cases;
- Education and training for law enforcement officers and prosecutors on the use of technology to address violence against women (e.g., counter surveillance technology for building cases against stalkers);
- Technical assistance that focuses on the specific cultural, linguistic, social and legal issues affecting migrant and immigrant women who are victims of domestic violence, stalking, and sexual assault;
- Technical assistance to address the problem of dating violence;
- Education and training on the dynamics of sexual and domestic violence for clergy, including chaplains who work at colleges and universities;
- Education and training of civil attorneys and law students on the representation of victims of domestic violence, sexual assault, and stalking;
- Technical assistance to enhance the quality of legal assistance provided to victims of domestic violence, sexual assault, and stalking in Indian Country;
- Multidisciplinary education and training for law enforcement, prosecution, advocates, and immigration organizations on trafficking and its impact on victims, with an emphasis on cultural and ethnic diversity;
- Specialized education and training for law enforcement on trafficking;
- Education and training to

enhance accessibility to services for women with disabilities, with an emphasis on victims in underserved rural communities;

- Focus groups to develop policies and guidelines for services within therapeutic supervised visitation centers;
- Specialized technical assistance to address the development of supervised visitation centers in Indian Country;
- Education and training for those working in supervised visitation centers on parents who batter;
- Technical assistance to communities interested in developing, designing and operating supervised visitation centers; and
- Technical assistance to advocacy groups, criminal justice organizations, and others on the application of adult learning theory and techniques needed to develop curricula for education and training programs.

Review Process

All applications will be subject to peer review and internal review by OVW staff and will be scored according to the criteria set forth in this solicitation. OVW 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. If applicants have entered into a prior cooperative agreement with OVW, an internal review of the status of the project will be conducted. Applications with the highest composite scores will be eligible to receive funds available for this grant program.

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

Comprehensive Technical Assistance to grantees for a particular OVW grant program; or targeted technical assistance.

Application for Federal Assistance (SF-424): 0 points

The SF-424 will be filled out online through GMS. The Catalog of Federal Domestic Assistance number for this program is 16.526 (block 10). The Federal cognizant audit agency and fiscal year of the applicant organization should be listed in block 11 of the form.

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

Summary Data Sheet (not to exceed one page): 5 points

On one page, please provide the following information about your proposed project:

- Legal name of applicant.
- Name, address, phone number, fax number, and e-mail address of the project director or primary person to be contacted on matters involving the application.
- Whether the application proposes to provide

Abstract: (not to exceed one page): 5 points

The abstract should contain a brief, concise summary describing the proposed project and how it would help OVW grantees address the unmet needs of victims.

Project Objectives (not to exceed one page): 5 points

The application should include a clear, concise statement of what the proposed project would accomplish.

Need for the Project (not to exceed one page): 5 points

The application should discuss the particular population to be served by the project (law enforcement officers, prosecutors, or advocacy organizations) including the estimated number of individuals who would receive assistance or be trained. A statement about why existing training and/or educational programs, services, or materials do not meet the specific needs of grantees and others should also be included. The applicant should further specify how the intended audience would benefit from the proposed training and reference the applicant's ability to meet the education and training needs that the application addresses. The narrative also should address whether the proposed training enhances current domestic violence and/or sexual assault training programs.

Project Activities

(not to exceed five pages):

15 points

All applicants should submit a statement describing how the proposed project would assist the intended audience. The narrative should identify all project partners and proposed project activities during the planning and implementation phases of the project. Applicants should also outline the specific tasks to be performed and the time line for their completion.

Who Will Implement the Project

(not to exceed 2 pages):

15 points

All applicants must identify the organizations responsible for carrying out the proposed project in a signed Memorandum of Understanding (MOU) submitted as an attachment to the application. (See page 17 of this application for a complete description of what is required in the MOU.) The individuals who will be involved in developing and implementing the project should be identified, and their respective roles and responsibilities should be specified. A description of the expertise or experience of key staff should be included in the program narrative and the specific roles and responsibilities they will play should be fully described in the MOU. Position descriptions and resumes may also be included as attachments to the application. Applications submitted on behalf of a consortium must designate a single organization to receive and administer grant funds and manage and coordinate all grant activities.

The Products

(not to exceed one page):

5 points

This section should describe the resource materials, curricula, or other products that already exist or provide an outline of proposed materials, curricula or other products to be generated and how they would be used in the proposed training activities.

Related projects

(not to exceed one page):

5 points

All applicants are requested to provide information in their applications on the following:

- Active federal grant awards from Office of Justice Programs bureaus or program offices, the Office of Community Oriented Policing Services, or other federal agencies already supporting this, or related, efforts;
- Information on any pending applications for federal assistance for this or related efforts; and
- How the pending applications would be coordinated with the funding sought through this application. The following should be included for each: the program/project title, the federal grantor agency; the federal award amount; and a very brief description of its purpose. This information is requested to encourage better coordination among federal agencies in

addressing state and local needs.

in-kind contributions (e.g., office space or project staff).

Memorandum of Understanding
(20 points)

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

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

The MOU must be signed by the chief executive of each of the participating agencies. Letters of support may not be submitted in lieu of the MOU.

Applicants for Continuation Funding
(not to exceed one page):

5 points

State what has been accomplished by the current project, including the following: 1) a description of the goals and objectives from the prior grant period and the status of each; 2) the status of any project products; and 3) any unanticipated obstacles to project implementation. This section should be as clear and succinct as possible.

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, indicate 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 OVW TA Program funds have been limited to OVW formula and discretionary 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; and
- Whether the grantee has complied with the Office of Management and Budget 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.

Budget Detail **(15 points)**

Each application must include a detailed budget and budget narrative for the project. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the basis for the computation of all project-related costs. It should cover the cost of all components of the project and clearly identify costs attributable to the project evaluation. There must be a clear link between the proposed activities and the proposed budget items. The budget should include only activities, products, and resources necessary for project implementation and discussed in the project narrative.

Applicants should bear in mind that all partners should be fairly compensated for their participation in any project-related activities, including but not limited to compensation for time and travel expenses to attend or provide training and/or mentoring. **The budget must include compensation for services rendered by all partners, including nonprofit, nongovernmental domestic violence and sexual assault victim advocacy programs (e.g., shelters and advocacy organizations).**

Match is not required for this grant program, but applicants are encouraged to maximize the impact of Federal grant dollars by contributing to the costs of their projects. Supplemental contributions may be cash, in-kind services, or a combination of both. Non-federal contributions may be

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

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

All applicants must allocate \$5,000 in travel costs to attend national meeting(s) of OVW technical assistance providers as requested by OVW. Please provide an estimated breakdown for this amount, including the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc.

A Budget Detail Worksheet is included in Appendix A of this solicitation. Submit your budget and budget narrative online as one attachment under “Budget Narrative”; however, when preparing these items, please use the Budget Detail Worksheet as a guide, including all required budget categories, as needed. The budget should describe clearly:

- The proposed amount and uses of grant funds over the grant period; and
- How the amounts of the specific budget items were determined.

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. You will be agreeing to these assurances and certifications when you

submit your application online through GMS.

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

Anti-Lobbying Act

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

The Office of Management and Budget (OMB) is currently in the process of amending the OMB cost circulars and the common rule (codified at 28 C.F.R. part 69 for DOJ grantees) to reflect these modifications. However, in the interest of full disclosure, all applicants must understand that no federally appropriated funding made available under this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government, without the express approval by OVW. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

Certification of Nonsupplanting

A letter to OVW's Director, Diane M. Stuart, certifying that supplanting of non-Federal funds will not take place should a grant award be made, must be faxed to **both** (202) 354-4147 and to OVW at (202) 307-3911 **or** electronically scanned and submitted as an attachment via GMS.

Indirect Cost Rate Agreement

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

Additional Program Requirements

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.

Financial Capability Questionnaire

All nonprofit, nongovernmental organizations who apply for funding with the Office of Justice Programs (OJP) and who have not previously (or within the last 3 years) received funding with OJP must complete a Financial Capability Questionnaire. The form can be found at

<http://www.ojp.usdoj.gov/oc>. Please

fax this form to (202) 354-4147 and include the application number predominantly on the cover page and on each page of the form.

OJP Financial Guide

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

<http://www.ojp.usdoj.gov/FinGuide>.

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 the Violence Against Women Act and statutory objectives;
- Timely submission of quarterly Financial Status Reports;
- Timely submission of Annual Progress Reports;
- 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, December 12, 2002, it is 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 nondiscrimination requirements contained in various Federal laws, including Title VI of the Civil Rights Act of 1964 ("Title VI") and section 809 of the Omnibus Crime Control and Safe Streets Act of 1968 ("Safe Streets Act"), as amended. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office for Civil Rights of the Office of Justice Programs. All applicants should consult the Assurances required with the application funds to understand the applicable legal and administrative requirements.

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

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at

www.lep.gov or by contacting the Office of Justice Program's Office for Civil Rights at (202) 307-0690, or by writing to the following address:

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

How To Apply

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

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

Supporting documentation can be submitted either via fax to **both** (202) 354-4147 and to OVW at (202) 307-3913, or electronically through GMS, and can include:

- Certification of nonsupplanting;

Note: The Catalog of Federal Domestic Assistance number for the OVW Technical Assistance Program is 16.526.

The application number must be

included on the cover page of all faxes. Detailed instructions on how to use the GMS system to submit your application online are available at OVW's web page, www.ojp.usdoj.gov/vawo. Also, a toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, 1-888-549-9901.

Application Due Date

Applications must be electronically received by the close of business (5:30 p.m. EST) on **April 20, 2004** through GMS. The application attachments (e.g., MOU, Certification of Non-Supplanting, etc.), which may be faxed to (202) 354-4147 and to (202) 307-3913 or submitted through GMS as attachments, must also be received by 5:30 p.m. EST on **April 20, 2004**.

We recommend that you register through GMS at least two weeks before the application due date, or no later than **April 6, 2004**. All applicants must receive confirmation that you are eligible to submit an application through GMS prior to completing the application submission process.

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

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

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

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

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

- ◆ **Step 4. To submit your application online, complete the on-screen *424 /Application for Federal Assistance*, upload your budget narrative (which should include your budget detail), program narrative, and other program attachments in either word processing or spreadsheet files. All supporting documentation may be submitted as attachments. All GMS attachments must be in the following word processing formats: **Microsoft Word (*.doc*), PDF files (*.pdf*), or Text Documents (*.txt*)**. Please use descriptive titles when naming the attachments for easy identification, i.e., MOU, letter of non-supplanting. After submission, you will receive confirmation through email that OVW has received your application and you will be given an application number for future reference. Documents that cannot be submitted electronically through GMS (e.g. MOU, and certification of non-supplanting) must be faxed to both (202) 354-4140 and (202) 354-4147. *You must include your GMS application number and the Program title of the OVW program to which you are applying on all materials submitted by fax.***

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

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

APPENDIX A
BUDGET DETAIL WORKSHEET

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

Budget Detail Worksheet

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

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

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

TOTAL _____

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

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
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TOTAL _____

Total Personnel & Fringe Benefits _____

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

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
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TOTAL _____

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

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
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TOTAL _____

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

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

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

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
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TOTAL _____

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

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

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

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

<u>Item</u>	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
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Subtotal _____

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

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

Subtotal _____

TOTAL _____

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

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
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TOTAL _____

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

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
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TOTAL _____

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

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

SAMPLE

OMB Approval No. 1121-0188

Expires 5-98 (Rev. 12/97)

Budget Detail Worksheet

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

(Example assumes an 18 month budget period)

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

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Project Coordinator	$(\$50,000 \times 100\% \times 1.5)$	\$75,000
Trainer	$(\$50,000 \times 100\% \times 1.5)$	\$75,000
Administrative Assistant	$(\$40,000 \times 50\% \times 1.5)$	<u>\$30,000</u>
		180,000
Cost of living increase	$(\$100,000 \times 2\% \times .5yr .)$	\$ 1,000

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

TOTAL _____ \$181,000

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

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Project Coordinator & Trainer		
Employer's FICA	$\$181,000 \times 7.65\%$	\$13,847
Retirement	$\$181,000 \times 6\%$	\$10,860
Health Insurance	$\$181,000 \times 12\%$	\$21,720
Unemployment Compensation	$\$181,000 \times 1\%$	\$ 1,810
	TOTAL	<u>\$48,237</u>

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

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Provide Training	Minneapolis	Airfare	(\$150 x 2 people x 2 trips)	\$600
		Hotel	(\$75/night x 2 nights x 2 people x 2 trips)	\$600
		Meals	(\$35/day x 3 days x 2 people x 2 trips)	\$420

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

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

The organization's established travel policies will be utilized.

TOTAL \$ 6,620

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

Item	Computation	Cost
2 - Pentium III Processor	(\$2,000 x 2)	\$4,000
LCD Projector		\$1,000

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

TOTAL **\$5,000**

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

Supply Items	Computation	Cost
Office Supplies	(\$50/mo x 18 mo)	\$ 900
Postage	(\$20/mo x 18 mo)	\$ 360
Training Materials	(\$2/set x 500 sets)	\$1,000
Printing booklet for dissemination to VAWO grantees		(300 copies x \$7/booklet)\$ 2,100

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

TOTAL

\$4,360

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

TOTAL \$0

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

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

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

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

Subtotal \$5,250

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

<u>Item</u>	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
Airfare	San Diego	\$400 x 6 trips	\$ 2,400
Hotel and Meals		(\$100/day x 30 days)	\$ 3,000

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

Subtotal \$ 5,400

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

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

Subtotal \$10,000

TOTAL \$20,650

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

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

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

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

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