

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



The United States Department of Justice, Office on Violence Against Women (OVW) (www.ovw.usdoj.gov) is pleased to announce that it is seeking applications for the Fiscal Year 2010 Rural Sexual Assault, Domestic Violence, Dating Violence, and Stalking Assistance Program. This program furthers the Department's mission by supporting projects designed to address and prevent sexual assault, domestic violence, dating violence, and stalking in rural jurisdictions.

OVW Fiscal Year 2010 Rural Sexual Assault, Domestic Violence, Dating Violence and Stalking Assistance Program

Eligibility

Applicants are limited to States, Indian Tribes, Local Governments and Nonprofit, public or private entities including faith-based, community and Tribal nonprofit organizations.
(See "Eligibility," pages 4-5)

Deadline

All Applicants should register online with GMS by February 4, 2010.
All applications are due by **8:00 p.m. E.T. on February 18, 2010.**
(See "Deadline: Application," page 4)

Contact Information

For assistance with the requirements of this solicitation, contact OVW at (202) 307-6026.

In 2010 OVW applications will be submitted through the Office of Justice Programs Grants Management System (GMS). For further information and assistance, please see <http://www.ovw.usdoj.gov/docs/gms-application.pdf>.

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OVW FY2010 Rural Sexual Assault, Domestic Violence, Dating Violence and Stalking Assistance Program (CFDA 16.589)

Overview

This solicitation contains information on how to apply for the FY2010 Rural Sexual Assault, Domestic Violence, Dating Violence and Stalking Assistance Program. For general information on applying for all OVW grant programs, please see the OVW Fiscal Year 2010 Grant Program Solicitation Reference Guide (Reference Guide) at <http://www.ovw.usdoj.gov/docs/resource-guidebook.pdf>. All applicants should read carefully both this solicitation and the Reference Guide before beginning the application process.

About the OVW Rural Sexual Assault, Domestic Violence, Dating Violence, and Stalking Assistance Program

The Violence Against Women and Department of Justice Reauthorization Act of 2005 (VAWA 2005) expanded the scope of the Rural Sexual Assault, Domestic Violence, Dating Violence, and Stalking Assistance Program (Rural 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 Program recognizes that victims of sexual assault, domestic violence, dating violence, and stalking living in rural jurisdictions face unique challenges and barriers to receiving assistance 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 sexual assault, domestic violence, dating violence, and stalking cases. In addition, socio-cultural, 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 sexual assault, domestic violence, dating violence and stalking by supporting projects uniquely designed to address and prevent these crimes in rural jurisdictions. OVW welcomes applications that propose innovative solutions to 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 leaders of faith-based and community organizations to collaborate to overcome the problem of sexual assault, domestic violence, dating violence, and stalking and to ensure that victim safety is paramount while providing services to victims.

Deadline: Registration

The GMS registration deadline is February 4, 2010. For more information on the process of registering and applying in GMS, please see the [Reference Guide](#) at pages 13-15.

Deadline: Application

An application submission is complete if (a) a hard copy of the entire application, with original signatures, has been submitted via overnight delivery by the deadline and (b) the application has been submitted through GMS.

The deadline for applying for funding under this announcement is **February 18, 2010, 8:00 p.m. E.T.** A hard copy must be sent via an overnight delivery method, post-marked by **February 18, 2010** to:

**The Office on Violence Against Women
c/o Lockheed Martin Aspen Systems Corporation
FY2010 Rural Program
Mail Stop 2K
2277 Research Boulevard
Rockville, MD 20850
(301) 519-5000**

Applicants are strongly encouraged to submit their applications well in advance of the deadline, in order to ensure a successful submission through GMS. For information on OVW's policy for late applications, please see the [Reference Guide](#) at pages 15-16.

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 and omitted from further review.

By statute, eligible entities for this program are:

- States;
- Indian Tribes;
- Local Governments; and
- Nonprofit, public or private entities, including Tribal nonprofit organizations.

All eligible applicants must demonstrate that the target area to be served is a rural area or community, as defined by 42 U.S.C., § 13925(a)(21). For the purpose of the Rural Program, a rural area or community is defined as (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.

All applicants must include documentation that the target area to be served is a rural area or community and a service area map identifying the area to be served. Please see Appendix A for instructions on discerning whether an area is eligible to apply and for obtaining required documentation. **Applicants that do not provide the required documentation, which includes both a) the information establishing the eligible service area and b) the**

accompanying map of the service area proposed, demonstrating that the areas to be served meet the Rural Program definition of a rural area or rural community will not be considered for funding.

Statutory Funding Considerations

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. A *rural state* is a state that has a population density of 52 or fewer persons per square mile or a state in which the largest county has fewer than 150,000 people, based on the decennial census of 2000. **Applicants from statutorily defined rural states must also submit the eligibility and service area documentation as identified above.**¹

In addition, by statute, no less than 25% of Federal Fiscal Year 2010 appropriated funds will be set aside for activities that meaningfully address sexual assault in rural communities.²

Priority will be given to the needs of underserved populations.

OVW FY2010 Rural Sexual Assault, Domestic Violence, Dating Violence, and Stalking Assistance Program – Specific Information

Types of Applicants

In FY 2010, OVW will accept applications for the FY2010 Rural Program from applicants who are currently receiving and/or have previously received funding under the Rural Program and whose funding will expire on or before September 30, 2010. The FY2010 Rural Program will also accept applications from applicants that have not previously received funding under this program. Grantees that received new or supplemental funding for 24 months in Federal Fiscal Year 2009 are not eligible to apply.

Current grantees should note that continuation or supplemental funding is not guaranteed. All applicants are subject to the same review criteria.

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 these grants will be twenty four (24) months. **Budgets must reflect twenty four (24) months of project activity, and the total “estimated funding” (block 15) on the SF-424 must reflect twenty four (24) months.**

¹ 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.

² This may be larger based on the size of the appropriation. Based on historical appropriation amounts, the set aside has remained at 25%.

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. Rural Program funds for FY 2010 will be awarded based on the following guidelines:

- Projects serving 1-4 rural counties will be eligible to receive up to \$350,000.
- Projects serving 5-8 rural counties will be eligible to receive up to \$700,000.
- Projects serving 9 or more rural counties will be eligible to receive up to \$900,000.

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.

Applicants presently funded through the Rural Program should not request funds that exceed the previous award unless there are substantial changes in the targeted service area, activities proposed and/or number of individuals to be served. All applicants should ensure the amount requested does not exceed the level of effort necessary to complete the proposed project.

Program Scope

The scope of the FY2010 Rural Program is defined by the following authorized statutory program purposes 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 Program Purposes

By statute, funds under the Rural Program may be used for the following purposes:

- To identify, assess, and appropriately respond to child, youth and adult victims of sexual assault, domestic violence, dating violence, and stalking in rural communities, by encouraging collaboration among sexual assault, domestic violence, dating violence 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;
- To establish and expand nonprofit, nongovernmental, State, Tribal, Territorial, and local government victim services in rural communities to child, youth, and adult victims;
- To increase the safety and well-being of women and children in rural communities by dealing directly and immediately with sexual assault, domestic violence, dating violence and stalking occurring in rural communities; and creating and implementing strategies to increase awareness and prevent sexual assault, domestic violence, dating violence and stalking.

Strategies to Implement Program Purposes

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 program purposes:

- Implementing, expanding, and establishing cooperative efforts and projects among law enforcement officers, prosecutors, victim advocacy groups, and other related parties to investigate and prosecute incidents of sexual assault, domestic violence, dating violence and stalking;
- Providing treatment, counseling, advocacy, and other long- and short-term assistance to adult and minor victims of sexual assault, domestic violence, dating violence and stalking in rural communities, including assistance in immigration matters;
- Working in cooperation with the community to develop education and prevention strategies directed toward such issues.

Areas of Interest

Areas of interest for the FY2010 Rural Program are as follows:

- Initiatives that address sexual assault, domestic violence, dating violence, and/or stalking among diverse and traditionally underserved populations, such as:
 - Indian and Alaskan Native individuals;
 - Individuals from other diverse racial and cultural communities including immigrants;
 - Gay, Lesbian, Bisexual, Transgender and Questioning (GLBTQ) individuals;
 - Individuals with Disabilities; and,
 - Individuals experiencing abuse in later life;

Applicants addressing one or more of these areas of interest must illustrate the capacity and expertise in addressing these underserved populations, either within their own agency, or in partnership with an agency or agencies that have a history of serving one or more of these specific underserved populations. Partnerships should be defined within the narrative and MOU, as well as appropriately compensated within the budget.

The statute dictates that priority be given to the needs of underserved populations. The populations listed above are examples of traditionally underserved populations. This list, however, should not be viewed as being all-inclusive. Applicants are strongly encouraged to explore, identify and propose service delivery for the underserved populations that exist within targeted eligible service areas.

Other Areas of Interest for the FY2010 Rural Program are as follows:

- Initiatives that develop or enhance services specifically for sexual assault victims, such as:
 - Dedicated counselors or therapists who have a specific expertise in providing long-term therapy and support for sexual assault victims;
 - Advocates who respond to and accompany a sexual assault victim at a health care facility during a medical forensic examination; and,
 - Specially-trained Sexual Assault Nurse Examiners (SANEs) and/or Sexual Assault Forensic Examiners (SAFEs) to conduct medical forensic examinations for sexual assault victims.
- Initiatives that address early intervention for child sexual assault victims in an effort not only to provide appropriate immediate intervention services to the child sexual assault

victim and the victim's non-offending family members, but to provide appropriate long-term counseling, support, and education in an effort to prevent revictimization.

- Initiatives that establish or enhance a coordinated community response to address issues of sexual assault, domestic violence, dating violence, and/or stalking within local communities. Coordinated local efforts should be comprehensive in their approach and include active partnerships among nonprofit victim service agencies, law enforcement, prosecutors, pre-trial service personnel, judges and other court personnel, probation and parole, schools, faith-based organizations, and/or other community based organizations.

Program Guidelines

Direct Legal Representation

Grant funds *may* be used to provide legal representation to victims of sexual assault, domestic violence, dating violence, and stalking **only** in the limited context of protection order proceedings (either temporary or long term relief), or for limited immigration matters that may impact and affect the victim's ability to maintain safety (such as U-Visas). Grant funds *may not* be used to provide legal representation in civil and criminal matters, such as family law cases (divorce, custody, visitation and child support), housing cases, consumer law cases and others.

Supervised Visitation

Grant funds may not be used to provide supervised visitation programs.

Transitional Housing

Grant funds may be used to support transitional housing services to victims of sexual assault, domestic violence, dating violence, and/or stalking. Services may only be provided to victims: (1) who are homeless, or in need of transitional housing or other housing assistance, *as a result of fleeing a situation of sexual assault, domestic violence, dating violence, or stalking*; and (2) for whom emergency shelter services or other crisis intervention services are unavailable or insufficient.

Voluntary Services

Participation by individuals in support services shall be **voluntary**. Victims should not be ordered to attend therapy or other specific services or be penalized for choosing not to participate in the criminal justice system. **All activities requiring mandatory participation in support services will be considered out of scope.**

Family Violence

FY2010 Rural Program grant funds are designed to serve victims of sexual assault, domestic violence, dating violence, and stalking. Grant funds may *not* be used to address broader family violence issues such as, physical violence perpetrated by a sibling against another sibling.

Services to Children

Applicants may propose to use FY2010 Rural Program grant funds to serve victims of *child sexual assault*. Services designed to serve youth and teen victims of dating violence are also allowable. Additionally, if an adult victim of sexual assault, domestic violence, dating violence or stalking is being served, grant funds may be used to provide ancillary services to her/his children. *[NOTE: An example of a situation where this may be appropriate is when a victim of domestic violence is being sheltered and the program provides services for the children of the victim who also reside in the shelter.]*

Prevention and Education

Applicants may propose to use grant funds to develop prevention, education and outreach programs and materials for sexual assault, domestic violence, dating violence and/or stalking.

Prevention and education activities proposed for children, youth and teens should focus specifically on efforts related to child sexual abuse and/or dating violence. Broad-scoped education and prevention curricula for elementary, middle or high school students such as “bullying” or “character building” educational programs are not allowed under the FY2010 Rural Program.

Organizational Assessments or Community Safety Assessments

Programs that have a demonstrated history of service provision and expertise in service delivery to victims of sexual assault, domestic violence, dating violence, and/or stalking are encouraged to assess the capacity of their agency and/or their communities in their ability to effectively respond to the victims that they serve. Activities that support an overriding goal(s) of improving or enhancing the response to victims through self-examination of an agency or a coordinated community response such as analysis of systems, processes, or organizations are allowable. The Rural Program strongly encourages applicants that choose to include an organizational assessment and/or community safety assessment as an activity within their proposal to: 1) demonstrate a commitment both within their proposal and within the Memorandum of Understanding (MOU) to fulfilling the recommendations that are generated as an output of those processes; and 2) to consider not only the personnel and fiscal resources to carry out the initial organizational assessment and/or community safety assessment, but also the personnel and fiscal resources to ensuring that the recommendations produced are pursued.

Activities That May Compromise Victim Safety and Recovery

The following is a list of activities that have been found to decrease victim safety, deter or prevent physical and emotional healing for victims, or allow offenders to escape responsibility for their actions. OVW strongly encourages you **not** to include these activities in your application for funding:

- Procedures that fail to conduct safety planning with victims;
- Promoting procedures and policies that fail to protect the confidentiality of victims *to include failing to address the confidentiality of the victims’ identity in case management and/or data collection systems*;
- Promoting facility procedures and policies that fail to account for physical safety issues;
- Sponsoring alternative dispute resolution, mediation or joint counseling as a systemic response to sexual assault, domestic violence, dating violence, and/or stalking;
- Offering perpetrators the option of entering pre-trial diversion programs;
- Promoting procedures that would require victims to seek legal sanctions against their abusers (e.g., seek a protection order, file formal complaint);
- Requiring victims to meet restrictive conditions in order to receive services (e.g., requiring a sexual assault victim to report the offense to law enforcement to receive a medical forensic examination; requiring a domestic violence victim to seek a protection order or counseling as a precondition to services);
- 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, ethnicity, religion, sexual orientation, mental health condition, physical health condition, work in the sex industry, or the age and/or gender of their children;

- Procedures that indicate criminal record background checks are performed on individuals presenting for services prior to individual receiving services;
- Policies or practices that discourage accepting cases for victims who do not have physical evidence; and,
- Crafting policies that require a victim to report a sexual assault to law enforcement or cooperate with the criminal justice system.

Activities that compromise victim safety and recovery will be a factor reviewed during OVW internal review. **Applications may be considered out of scope if activities are included that could compromise victim safety and recovery.**

Unallowable Activities

Grant funds under the FY2010 Rural Program may not be used for any unauthorized purposes, including but not limited to the following activities:

- Lobbying;
- Fundraising;
- Research projects;
- Anger management classes;
- Batterer's Intervention Programs that are not court-mandated;
- Purchase of certain law enforcement equipment, including uniforms, guns, bulletproof vests, and ammunition;
- Development and/or maintenance of websites; and
- Building construction or physical modifications to buildings, including minor renovations.

Performance Measures

All OVW grantees are required to submit semi-annual progress reports, which will be provided to you should you be selected for an award.

For more information, see the [Reference Guide](#) at pages 17-20.

How To Apply

See the [Reference Guide](#) at pages 13-17 for information regarding "how to apply."

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 its application is complete by the deadline. OVW will remove the application from consideration prior to peer review if the application is substantially incomplete or received after the deadline without prior permission as described in the [Reference Guide](#) at pages 15-16.** For each

section listed below, please note the corresponding maximum point value that may be assigned during the peer review scoring process. The application should follow the order below for easy reading. Peer reviewers will not receive any additional materials submitted beyond those required. For example, if an application includes a narrative that is 25 pages, the last five pages will be removed prior to peer review.

Applications must use the following page format requirements:

- Double spaced (except that any included graphs and charts may be single-spaced)
- 8½ x 11 inch paper
- One inch margins
- Type no smaller than 12 point, Times New Roman font
- Include a brief Summary Data Sheet
- Include a Project Abstract (please limit to one page)
- Include a list of all current OVW projects as described below (if applicable)
- No more than 20 pages for the Project Narrative (item VII below)
- Word processing documents must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).

Sections I through XIII below describe the specific elements of a complete application.

I. Application for Federal Assistance (SF-424)

Please see the [Reference Guide](#) at page 6 for additional information. This form will be filled out online and you should print out a copy for your hard copy submission.

II. Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)

Please see the [Reference Guide](#) at page 7 for additional information. These forms will be filled out online and you should print out a copy for your hard copy submission.

III. Financial Accounting Practices

Each applicant must prepare a response to the following questions. This section of your application should be no more than two pages and should be a separate attachment to the application in GMS and a separate section in the hard copy.

- Will all funds awarded under this program be maintained in an account that is separate and distinct from other sources of revenue/funding?
- Does the applicant have written accounting procedures?
- What type of inventory system does the applicant have in place?
- Does the applicant's current accounting system allow the applicant to separately track grant draw-downs and expenditures?
- Does the applicant have a risk management assessment process in place to identify and mitigate potential risks?
- What is the applicant's records retention policy?
- Has the individual primarily responsible for fiscal oversight attended a Fiscal Management Training Seminar put on by a U.S. government agency? If yes, when and which government agency?

IV. Summary Data Sheet (5 Points)

Please list the following information on a single page. The Summary Data Sheet should be a separate attachment to the application in GMS and a separate section in the hard copy.

- Name, title, address, phone number, and e-mail address for the authorized representative (Please see the [Reference Guide](#) at page 6 for more information on who can be an authorized representative).
- Name, title, address, phone number, and e-mail address for the grant point-of-contact.
- Whether the agency has expended \$500,000 in Federal funds in the past fiscal year. Please specify the end date of the fiscal year.
- Whether or not the applicant is a current Rural Program grantee.
- A list of organizations collaborating on the project. For continuation applicants, please indicate any partners that are new to the project as well as partners included in the previous award that would not be participating in this supplement, if funded;
- A list of other Federal grant programs (including Legal Services Corporation) from which the applicant agency currently receives funding or for which it has applied in Federal Fiscal Year 2010.
- Current grantees applying for continuation funding must provide the balance remaining in the grant as of the date of the application and the original award amount.
- 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 the region to be served;
- The Rural Program Statutory Program Purpose(s) and the Strategy(ies) addressed by this proposal; and
- The percentage of the budget, if applicable, that will be used for activities that meaningfully address sexual assault.

V. Proposal Abstract

The Proposal Abstract should provide a short and accurate summary of your proposed project including its goals and objectives. Please do not summarize past accomplishments in this section. The Proposal Abstract should be a single page and should be a separate attachment to the application in GMS and a separate section in the hard copy.

The Proposal Abstract **must not** be submitted on the same page as the Summary Data Sheet.

VI. Summary of Current OVW Projects

For each current OVW Project, as defined in the OVW [Reference Guide](#) at page 7, please provide the following information:

- Identify grant by program, award number, and project period.
- Specify the total funds remaining in each grant as of the date of application.
- Provide the total funds remaining in each grant in the Personnel, Contracts/Consultants and Travel categories as of the date of application.
- List the names, dates, and locations of all OVW-sponsored training and technical assistance events in which project staff or project partners participated during the current grant award period.

This section should be clear and succinct. This should be a separate attachment to the application in GMS and a separate section in the hard copy.

In addition to this information, OVW will evaluate the performance of the applicant in all current grants as a factor in the consideration of this application. Please note that applicants that have previously been OVW grantees and have failed to meet grant deadlines, failed to comply with financial requirements, or failed to comply with special conditions from previous grants may not be considered for funding.

VII. Project Narrative (Total 60 Points)

The following narrative should be a separate attachment to the application in GMS and a separate section in the hard copy. The Project Narrative may not exceed 20 pages in length, double-spaced. Please number the pages of your narrative.

A. Purpose of Application (10 points)

- Identify the proposed service area(s) using *current*, specific, and detailed demographic information regarding the population to be served. Emphasis should be placed on the data within the rural service areas to be served (as opposed to national data).
- Identify the problem to be addressed (sexual assault, domestic violence, dating violence, and/or stalking)
- Describe current services within the community and describe gaps that exist;
- Describe how receiving funding will alleviate the problem described;
- Describe how the proposed project complements the State's STOP Violence Against Women Implementation Plan; and
- If the applicant has applied or is applying for multiple OVW grants, describe how this project complements such other projects without duplicating efforts.

This section will be rated on the following criteria:

- The level of detail provided regarding the proposed service area and targeted population demonstrating the need for the project;
- The level of detail provided regarding the problem to be addressed;
- The distinction between current services available within the community to address the needs identified and the gaps in services that currently exist to meet these needs;
- How the proposed services and activities will meet the need that exists;
- How the proposed project complements the priorities included within the State's STOP Violence Against Women Implementation Plan; and,
- How the proposed project will complement other OVW funded projects (if applicable), and not duplicate efforts.

B. What Will Be Done (40 points)

Describe the goals and objective for the project;

- Describe the specific tasks and activities necessary for accomplishing each goal and objective;
- Include a timeline that identifies when the tasks and activities will be accomplished;
- Describe any tangible products that are proposed for development with grant funds,

This section will be rated on the following criteria:

- How well the goals and objectives defined directly link to the need described within the *Purpose of the Application*;
- How well the specific tasks and activities described relate to successfully meet the goals and objectives described;
- How well the timeline of the specific tasks and activities indicates that the project will be successfully implemented and completed within the timeline provided;
- How well the description of all products that are proposed for distribution with grant funds is described; and,
- How well the proposed activities protect victim safety and confidentiality.

[NOTE: Applications should only include those Statutory Program Purposes and Strategies to Implement Program Purposes that are linked to the need defined within the Purpose of the Application and are directly linked to specific tasks and activities necessary for accomplishing each goal and objective.]

C. 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 collective relationship to be developed or enhanced. A description of the expertise or experience of key staff should also be included.

NOTE: Applicants under this program may not issue a solicitation/RFP redistributing the funds after receiving an award.

In addition, all applicants are required to enter into a formal collaboration with nonprofit, nongovernmental organizations serving victims of sexual assault, domestic violence, dating violence, or stalking. This may include faith-based or community organizations. **Nonprofit, nongovernmental sexual assault, domestic violence, dating violence, or stalking victim service organizations must be involved in the development and implementation of the project.**

Victim service organizations should meet all of the following criteria:

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

In developing an application for the Rural Program, applicants are encouraged to consider some important distinctions among the following:

- Victim assistants who work for government agencies (e.g., the police department or the district or city attorney's office);

- Victim advocates who represent nonprofit, nongovernmental sexual assault, domestic violence, dating violence, or stalking programs (e.g., shelters, rape crisis centers, advocacy groups or coalitions); and
- Legal representatives and advocates (e.g., students from law school clinics, paralegals, attorneys working for legal service agencies or independent attorneys).

While there is an important role for all victim advocates to play in the creation of a coordinated community response/multidisciplinary response to sexual assault, domestic violence, dating violence and stalking, the participation of nonprofit nongovernmental sexual assault, domestic violence, dating violence, or stalking programs, whether faith-based or community organizations, is required in the development and implementation of the project. This does not preclude applicants from requesting support for government agency victim services, but the budget and budget narrative must distinguish between the two and should include compensation for the contributions of all partners. In addition, if funding is requested for both governmental and victim assistance and advocacy and/or legal representatives and legal advocates, the project narrative must explain how these different entities will collaborate.

Victim service providers and legal representatives and legal advocates providing services to victims can provide varying degrees of confidentiality, often depending on State, Tribal, and Federal laws. This may affect what information about victims they can share with partners. Other partners may have legal limitations as well. Applicants should explain information sharing between partners, including how they will protect information that is confidential or privileged.

All applicants that are nonprofit, nongovernmental organizations serving victims of sexual assault, domestic violence, dating violence, and/or stalking must collaborate with at least one other project partner and must submit a Memorandum of Understanding.

This section will be rated on the following criteria:

- A clear link is provided to ensure that all specific activities and tasks are linked to a specific agency or organization to ensure that there is accountability;
- The application is either from or includes as a partner a nonprofit, nongovernmental organization serving victims of sexual assault, domestic violence, dating violence, and/or stalking; and,
- A description of the experience and expertise of all key personnel is included.

VIII. Budget Detail Worksheet and Narrative (Total 15 Points)

For more information and samples, please see the [Reference Guide](#) at pages 9-12. The Budget Worksheet and Narrative should be one attachment to the application in GMS and a separate section in the hard copy.

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 participate in project development, training, and implementation. The budget **must** include compensation for all services rendered by project partners, including

nonprofit, nongovernmental sexual assault and/or domestic violence victim services programs and State and Tribal sexual assault and/or domestic violence coalitions.

Budget Limits

Rural program funds for FY 2010 will be awarded based on the following guidelines:

- Projects serving 1-4 rural counties will be eligible to receive up to \$350,000.
- Projects serving 5-8 rural counties will be eligible to receive up to \$700,000.
- Projects serving 9 or more rural counties will be eligible to receive up to \$900,000.

OVW has the discretion to award 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

For budget guidelines, see the [Reference Guide](#) at pages 9-12. Following is additional guidance specific to this program:

Training and Technical Assistance.

All applicants **are required** to allocate funds in the amount of \$15,000 for projects serving fewer than 5 rural counties and \$25,000 for projects serving 5 or more rural counties (applicants from Alaska, Hawaii, and U.S. Territories should allocate a minimum of \$25,000 to account for higher travel costs) to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Please see the [Reference Guide](#) at page 10 for more information on this requirement.

- Applicants are strongly discouraged from requesting consultant rates in excess of \$450 per day.
- Applicants **may not** allocate any grant 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.***
- Applicants that have not attended a Financial Management Training Seminar, sponsored by the OJP’s Office of the Chief Financial Officer within the last two years are also *strongly encouraged* to include funds in their budgets to attend the training. 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.gov/training/fmts.htm>.

This section will be rated on the following criteria:

- The budget supports all costs related to fulfilling the overall objectives of the project;
- The budget does not include any costs unrelated to support the proposed project;
- The budget is reasonable and cost-effective;
- The budget narrative clearly describes the rationale for all costs proposed; and,
- The budget is consistent and adheres to the Office of Justice Program's Financial Guide (2009) guidelines.

A Sample Budget Detail Worksheet is available at http://www.ojp.gov/funding/forms/budget_detail.pdf. When preparing the Worksheet and Narrative, please use the Sample Budget Detail Worksheet as a guide and be sure to include all necessary budget categories as outlined in the Worksheet. 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.

The budget narrative should support all costs included in the budget and justify the purpose of the costs in relationship to fulfilling the overall objective of the project. The narrative should also include a description of services being performed and how the cost is determined.

IX. Memorandum of Understanding (MOU) (Total 20 points)

Applicants are required to submit an MOU that demonstrates they have consulted and coordinated in a meaningful way with partner organizations such as victim service organizations, law enforcement, pre-trial service personnel, prosecution, judges and other court personnel, probation and parole, schools, faith-based organizations, and/or other community organizations such as those addressing underserved populations. The MOU should be a single attachment to the application in GMS and a separate section in the hard copy.

The MOU must be current (**i.e., signed and dated during the development of the proposal**) and be created and signed by the chief executive officers and/or directors of:

- Nonprofit, nongovernmental sexual assault, domestic violence, dating violence, and/or stalking programs, or other nonprofit, nongovernmental organizations that adequately demonstrate history and expertise in working with victims of sexual assault, domestic violence, dating violence, and/or stalking. Additionally, the organization should appropriately correspond with the proposed project. For example, if an application focuses mainly on sexual assault, then the nonprofit partner should have demonstrated expertise in sexual assault. **Applicants must demonstrate this correlation in their MOUs.**
- All relevant criminal justice agencies participating in project development or implementation, (e.g., law enforcement, prosecution, the courts, and probation).
- Any other community agencies or organizations that will collaborate to implement the project.

Applicants that have previously been funded under this program must develop a new MOU that reflects the continuation of project activities and include current dates and signatures from all relevant project partners.

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 parties; 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, and training).

In addition, OVW requires all grantees to complete a Semi-Annual Progress Report which may involve input from some or all project partners. In developing the MOU, applicants are encouraged to include a statement of the roles and responsibilities each organization would assume in meeting grant report requirements. For more information on these requirements, please refer to the section titled "Performance Measurement" at page 10.

A cornerstone of the Rural Program is the collaborative approach of the rural community in addressing the issues of sexual assault, domestic violence, dating violence, and/or stalking. It is critical that this proposal be a collaboration of stakeholders in the rural area(s)/community (ies) to be served. The MOU should outline each organization/agency's role and demonstrate that this proposal comes from all involved and not just the lead applicant.

The MOU should be a **single document** that includes signatures and dates from all partners. Separate signature pages for partners are not acceptable. Signatories should be sure to include their titles and agencies under their signatures. A sample MOU is available at <http://www.ovw.usdoj.gov/applicants.htm>.

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

This section will be rated on the following criteria:

- The inclusion of a *current* (i.e., signed and dated during the development of the proposal), *single* MOU created and signed by the chief executive officers and/or directors of:
 - Relevant criminal justice agencies participating in project development and/or implementation (e.g., law enforcement, prosecution, the courts, and probation);
 - All faith-based and community nonprofit, nongovernmental domestic violence and/or sexual assault victim services organizations or community groups that represent the views and concerns of victims participating in the development and implementation of the project; and
 - Other community agencies or organizations that will collaborate to implement the project

- The extent to which the MOU demonstrates a meaningful partnership among the relevant agencies;
- The extent to which the MOU clearly identifies the partners and provides 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;
- The extent to which the MOU clearly identifies each partner's participation in developing the application;
- The extent to which the MOU clearly states the roles and responsibilities each organization or agency would assume to ensure the success of the proposed project;
- The extent to which the MOU clearly identifies the representatives of the planning and development team who will be responsible for developing and implementing project activities and describes how they will work together and with project staff;
- The extent to which the MOU clearly demonstrates a commitment on the part of all project partners to work together to achieve stated project goals;
- The extent to which the MOU clearly indicates approval of the proposed project budget by all signing parties; and
- The extent to which the MOU clearly describes the resources each partner would contribute to the project through time, in-kind contributions, or grant funds (e.g., office space, project staff, training).

X. Letter of Nonsupplanting

Applicants must submit a letter to OVW's Director, signed by the Authorized Representative, 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.ovw.usdoj.gov/docs/nonsup_letter.pdf for a sample letter. This should be a separate attachment to the application in GMS and a separate section in the hard copy.

XI. Financial Capability Questionnaire

All nonprofit, nongovernmental organizations that apply for funding from OVW and have not previously (or within the last 3 years) received funding from OVW or the Office of Justice Programs (OJP) must complete a Financial Capability Questionnaire. The form can be found at http://www.ojp.gov/funding/forms/financial_capability.pdf. In addition, the applicant must submit their current year's audit report with the Financial Capability Questionnaire. This should be a separate attachment to the application in GMS. This document does not need to be included in the hard copy.

XII. Indirect Cost Rate Agreement

Applicants that have established a Federally-approved indirect cost rate may request indirect costs to support the project. Please include a copy of a current, signed Federally-approved indirect cost rate agreement. If you need additional information on this requirement, you may go to <http://www.ojp.gov/financialguide/part3/part3chap17.htm>. This should be a separate attachment to the application in GMS and a separate section in the hard copy.

XIII. Eligible Service Area Documentation

Every application (whether from an applicant in a rural or non-rural state) must include a completed, printed-out version of Appendix A that demonstrates that the proposed area to be served is an eligible rural area or community as defined under the program. (Please see instructions in Appendix A). Applicants proposing to serve rural areas of a county that is partially

eligible as a rural community must include a print-out of the census map documenting the rural census tracts to be served.

Note: Applications that do not include adequate documentation for each and every county to be served will not be considered for funding.

Service Area Map

Every application must include a map of the area to be served. A print-out of the census map should be included for partially eligible areas, demonstrating where the eligible rural census tracts are located within the county.

Note: Applications that do not include a map demonstrating the eligible area of a partially eligible county will not be considered for funding.

Selection Criteria

All applications will be rated on the criteria described in each section above. The total points possible for an application are 100 (5 points for Summary Data Sheet, 60 points for Narrative, 15 points for Budget, and 20 points for the MOU).

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 OVW grant funds have been limited to program purpose areas;
- Whether the grantee has complied with all special conditions of its existing grant award(s) from OVW;
- Whether the grantee has adhered to programmatic and financial reporting requirements, including timely submission of required reports;
- Whether the grantee has demonstrated a commitment to sustaining the project after Federal funds are no longer available;
- Whether the grantee has closed-out prior awards in a timely manner;
- 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 OVW;
- Whether the grantee has complied with the Office of Management and Budget single-audit requirement; and
- Whether grant funds were spent in a timely manner.

Applicants with an OVW grant history that failed to meet grant deadlines, did not comply with financial requirements, or did not comply with special conditions from previous grants may not be considered for funding. In addition, if an applicant is on the OJP High Risk Grantee list, OVW will take this into consideration in making award determinations.

Review Process

All applications will be subject to internal review by OVW staff and [external or internal] peer review panels, 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 OVW initial internal review, the application will not receive further consideration. If applications that are partially beyond the scope of the program are sent to external peer review, only sections of the application that are within scope will be reviewed.**

OVW Initial Internal Review

Criteria for the OVW initial internal review follow:

- Whether the applicant meets all statutory eligibility criteria (see pages 4-7);
- Whether the application is complete;
- Whether the proposed activities are within the scope of the program (see pages 6-10);
- Whether the applicant meets all the requirements for a statutorily defined rural eligibility service area (see page 19);
- Whether the application proposes significant activities that may compromise victim safety (see page 9).

External Peer Review Panels

OVW will establish panels comprised 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, which will include, but not be limited to, the geographic distribution of the applications for a national perspective, the ratio of population to services, and the extent to which the applications will address the demonstrated needs of an underserved population.

Additional Requirements

For information on additional requirements that apply to all OVW applicants and grantees, see the [Reference Guide](#) at pages 21-22.

Public Reporting Burden

Paperwork Reduction Act Notice

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this form is 30 hours per form. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office on Violence Against Women, U.S. Department of Justice, 800 K Street, NW, Washington, DC 20530.

Application Checklist

Applicants must submit a fully executed application to OVW via overnight delivery, including all required supporting documentation. If you do not have the ability to upload signed documents, you may upload an unsigned version and include the signed original in the hard copy of the application. **Applications will not be accepted via facsimile. Although the application needs to be submitted through GMS as well as in hard copy form, the hard copy will be reviewed.**

Application Document	Required?	Completed?
1. Standard Form 424	Yes	
2. Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)	Yes	
3. Financial Accounting Practices	Yes	
4. Summary Data Sheet	Yes	
5. Proposal Abstract	Yes	
6. Summary of Current OVW Projects	Yes, if applicable	
7. Narrative. The following sections must be included	Yes	
Purpose of Application	Yes	
What will be Done	Yes	
Who will Implement	Yes	
8. Budget, Budget Narrative and Budget Summary	Yes	
9. Memorandum of Understanding (MOU)	Yes	
10. Letter of Nonsupplanting	Yes	
11. Financial Capability Questionnaire (nonprofits only, see page 19 for details).	If applicable	
12. Indirect Cost Rate Agreement (only if the applicant has a current Federally-approved rate)	If applicable	
13. Eligible Service Area Documentation	Yes	
Documentation of Eligibility	Yes	
Map of Eligible Service Area	Yes	

Applicants must send **via overnight delivery** a complete hard copy original of the application, **postmarked by February 18, 2010** to:

**The Office on Violence Against Women
 c/o Lockheed Martin Aspen Systems Corporation
 FY2010 Rural Program
 Mail Stop 2K
 2277 Research Boulevard
 Rockville, MD 20850
 (301) 519-5000**

In addition, applications must be submitted on the Office of Justice Programs online Grants Management System.

Appendix A

Rural eligibility determination and documentation process

All eligible applicants must demonstrate that the targeted area to be served is a rural area or community, as defined by the Statute. For the purpose of the Rural Program, a rural area or community is defined as (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. Rural grant funds ***may not*** be used to serve victims residing in census tracts that are not rural.

The following instructions will assist potential applicants in determining whether the areas in which they are proposing to serve victims is a designated as “rural” using the definitions above. Once eligibility is determined, the following instructions also include instructions on how to obtain the necessary documentation confirming your eligibility, which is required to be included with your application.

Applications that do not provide the required a) documentation supporting the rural eligibility determination, as well as b) the map of the service area(s) will not be considered for funding. Both the documentation and the map are required. If multiple service areas are proposed, supporting documentation and maps are required for all proposed service areas.

I. Determining Eligibility

The following is a step-by-step guide to determine the eligibility of your service area.

1. Identify the county(ies) to be served by this project.
2. Click on the following link: <http://datawarehouse.hrsa.gov/RuralAdvisor/>³
3. Select the state or territory in the drop down menu.
4. Select the county in the drop down menu.
5. One of three messages will appear (eligible, partial eligibility, or ineligible). Follow the directions below to determine your eligibility as a rural applicant, and instructions on how to obtain the documentation necessary confirming your eligibility:

Example 1: Eligible

Example:

Yes! All locations in this county (Archaleta County, Colorado) are eligible for Rural Health Grants.

Your eligibility has been determined for this county.

This process needs to be completed for each and every service area. If you have additional service areas, go back to Step 1 and complete the same process for each area.

³ In order to determine the service area eligibility under OVW’s Rural Program, applicants are required to use the tools provided by the U.S. Department of Health and Human Services, Health Resources and Services Administration.

II. **Documenting Eligibility:**

For all counties found fully eligible, please print out the web page documenting eligibility and attach to your application as Exhibit A.

Example 2: Partial eligibility

Some parts of this county (Arapahoe County, Colorado) are eligible for Rural Health Grants. Please use the hyperlink above to check by specific address.

Only areas that are determined to be rural are eligible for funding through the OVW Rural Program. You will have to continue with the eligibility determination process as listed within Example 3 (below), to further explore eligibility within these regions via census tract.

Documenting Eligibility:

Print out the page that states either full or partial eligibility. Complete the following steps to determine eligibility within census tracts and also print the determination page from that process.

Example 3: Ineligible)

No location in this county (Boulder County, Colorado) is eligible for Rural Health Grants.

Although this county has been determined (in whole or in part) as ineligible as a service area, there may be census tracts within the county that are eligible. To determine eligibility of census tracts, complete the following:

1. For all counties found partially eligible or ineligible (Examples 2 and 3), please proceed to the following:
http://factfinder.census.gov/servlet/DatasetMainPageServlet?_program=DEC&_submen%20uld=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 "county"
6. Under "select a state" select your state
7. Under "select a county" select your county
8. Under "geographic area" select "all census tracts"

9. Click "add"
10. Click "next"
11. Select "P2 Urban and Rural" and click "go"
12. In the next box select "urban" and "rural" and click "add"
13. Click "next"
14. Click on "show result"
15. Any census tracts where more than 50% of the total population is listed as "rural" are eligible service areas.

Documenting Eligibility:

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.

III. Mapping Your Service Area

A map of the proposed service area is a required attachment. It is important to note that this is a requirement for all applicants, regardless of the proposed service area (rural states, fully eligible and/or partially eligible).

The following is a step-by-step guide to mapping your service area.

For all fully eligible counties, please provide a map identifying where the county (ies) are within the state.

For all partially eligible counties, please provide a map identifying where the eligible rural census tracts are within the county.

The following is instructions

1. In order to look up the Census Tract, click on the following link:
<http://factfinder.census.gov/servlet/AdvGeoSearchByListServlet?>
2. 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.
3. Select "Census 2000" under the "Select a year and program" menu.
4. Select "Census Tract" under the "Search for" menu.
5. Enter the proper state in the "Select a State" menu.
6. Enter the county in the "Select a County" menu.
7. Enter the specific census tract in the "Select a Geography" menu. When determining what census tract to enter, disregard the first five digits of the number listed on the first website.

8. 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.

Print the map and include as an attachment to your application.