

FOREWORD

Since the Violence Against Women Act was enacted as Title IV of the Violent Crime Control and Law Enforcement Act of 1994, we have witnessed ground breaking work among police, prosecutors, victim advocates and the judiciary in enhancing their focus on this problem and in building relationships with each other and the community. As we move into the fourth year of the Violence Against Women Act, we are entering a new phase of its implementation. Evidence of the success of strategic efforts is beginning to emerge. We know more about what holds promise from the approaches that States, Indian tribal governments, and local jurisdictions are testing. Strategic efforts require a focus on violence against women as an institutional priority. It involves the sharing of information across systemic players. Coordination alone does not go far enough to reach the many women who live in fear -- women too scared to call the police, women who fear retaliation if they take their abusers to court, women who suffer in silence. We at the U.S. Department of Justice Office of Justice Programs are taking stock of all that has been accomplished to date -- and the challenges ahead.

Conversations and education about how to reduce and prevent violence against women needs to continue to take place in institutions -- among police, among prosecutors, among court administrators, among judges -- as well as at the community level across institutions. Criminal justice practitioners need to continue to step outside of their boxes, rethink and reinvent their roles in the system, and work beyond their institutional boundaries. Across institutions, we have not yet fully exploited the coercive power of the criminal justice system to effectively manage offenders who commit violent crimes against women and ensure the accountability of the system for victim safety.

Communication between and among technologies is a critical element of a strategic effort to address violence against women, in particular the intra- and interjurisdictional enforcement of protection orders. To ensure women's safety wherever they live, work, or travel, our communications systems must be able to "talk" with those of other criminal justice agencies within a community, in neighboring communities, and with those in jurisdictions statewide, regionally, and around the country.

However, we cannot lose sight of the fact that not all women who experience violence seek help from the legal system -- at least not at first. They often seek assistance from hospitals, faith communities, welfare agencies, housing authorities, or child support agencies -- all of which must be drawn into our integrated, community-wide efforts to end violence against women. To further enhance women's safety, we must encourage criminal justice system leaders to reach out to practitioners in other fields who interact with women who have been victims of violence.

Each one of us has a role to play within our institutions and our communities, and working together we can make a difference. We in the Office of Justice Programs challenge you to think creatively about ways to leverage the coercive power of the criminal justice system to ensure women's safety, hold offenders accountable and ensure the safety of victims.



Laurie Robinson
Assistant Attorney General



Noel Brennan
Deputy Assistant Attorney General

TABLE OF CONTENTS

INTRODUCTION	1
PROGRAM GOALS	1
PROGRAM STRATEGY	1
PROGRAM REQUIREMENTS	3
PROGRAM ELIGIBILITY	4
APPLICATION AND AWARD PROCESS	5
APPLICATION REQUIREMENTS	5
AWARD PERIOD	8
AWARD AMOUNT	8
REVIEW PROCESS	8
POST-AWARD REQUIREMENTS	8
ATTENDANCE AT OFFICE OF JUSTICE PROGRAMS TRAINING SESSIONS	8
PROGRAMMATIC TRAINING SESSIONS	8
FISCAL TRAINING SESSION	9
DEVELOPMENT OF DETAILED IMPLEMENTATION PLAN	9
EVALUATION	9
BUDGET INFORMATION	9
ADMINISTRATIVE FUNDS	9
MATCH REQUIREMENTS	10
ALLOCATION OF FUNDS	11
ADMINISTRATIVE REQUIREMENTS	12
GENERAL REQUIREMENTS	12
FINANCIAL REQUIREMENTS	12
REPORTING REQUIREMENTS	13
BACKGROUND INFORMATION	13
APPENDIX A — STANDARD APPLICATION FORM AND SAMPLE COMPLETED COVER SHEET (SF-424) . . .	14
APPENDIX B — CERTIFICATION OF COMPLIANCE WITH THE STATUTORY ELIGIBILITY REQUIREMENTS OF THE VIOLENCE AGAINST WOMEN ACT FOR TRIBAL GOVERNMENTS	17
APPENDIX C — ASSURANCES	19
APPENDIX D — CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS	21
APPENDIX E — BUDGET DETAIL WORKSHEET AND SAMPLE BUDGET DETAIL WORKSHEET	23
APPENDIX F — STATE SINGLE POINTS OF CONTACT	34
APPENDIX G — DEFINITIONS APPLICABLE TO THIS PROGRAM	37

APPLICATION CHECKLIST

As a final step before submitting your application, please use this checklist to ensure that your application is complete. All forms, assurances, and lists of contacts are provided in the pages that follow.

HAVE YOU INCLUDED:

A signed copy of the *Application for Federal Assistance (SF-424)*?

An abstract?

An implementation plan?

A description of the proposed project goals?

The priority needs?

A detailed action plan?

At least 1 letter from a nonprofit, nongovernmental victim service provider or a letter from women in the community to be served?

A signed *Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act for Tribal Governments (Appendix B)*?

A signed *Assurances form (Form 4000/3) (Appendix C)*?

A signed *Certification Regarding Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements form (Form 4061/6) (Appendix D)*?

A completed *Budget Detail Worksheet (Appendix E)* and a breakdown of funding allocations by category (law enforcement, prosecution, and victim services)?

A letter to the Assistant Attorney General of the Office of Justice Programs certifying that these funds will supplement and not supplant existing funds?

(For Consortiums Only) Tribal Resolutions from member tribes supporting the project?

Please send the original, signed application and two unbound copies to:

Violence Against Women Grants Office

Office of Justice Programs

810 7th Street, N.W.

6th Floor

Washington, D.C. 20531-0001

(202) 307-6026

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

Applications must be received by 5:30 PM, EST, February 27, 1998.

This application kit provides program and application guidelines for FY 1998 grant awards to be administered by the Violence Against Women Grants Office, Office of Justice Programs (OJP), U.S. Department of Justice. The STOP Violence Against Indian Women Program implements certain provisions of the Violence Against Women Act pursuant to Sections 2001 through 2006 of the *Omnibus Crime Control and Safe Streets Act of 1968, as amended by Title IV, Section 40121 of the Violent Crime Control and Law Enforcement Act of 1994, Public Law 103-322.*

PROGRAM GOALS

The goal of this Program is to encourage tribal governments to develop and strengthen the tribal justice system's response to violence against Indian women and to improve services to Indian women who are victims of domestic violence, sexual assault, and stalking. The Assistant Attorney General, Office of Justice Programs (OJP), is authorized to award discretionary grants to develop and strengthen tribal justice system strategies to address violence against Indian women, and to develop and strengthen victim services in such cases.

INTRODUCTION

The primary purpose of the STOP Violence Against Indian Women Discretionary Grants Program, hereinafter referred to as the Program, is to reduce violent crimes against Indian women. The Program provides Federal financial assistance to Federally recognized Indian tribal governments to develop and strengthen the response of tribal justice systems to violence committed against Indian women. The Program encourages tribal governments both to develop and implement effective strategies tailored to address their unique circumstances in preventing and responding to violent crimes against Indian women, and to develop and enhance services provided to Indian women who are victims of violent crimes.

BACKGROUND: The Violence Against Women Act of 1994, hereinafter referred to as the Act, reflects a firm commitment toward working to change the criminal justice system's response to violence that occurs when any woman is threatened, physically and/or sexually assaulted, or stalked by someone with whom she has or has had an intimate relationship, with whom she was previously acquainted, or who is a stranger. The Act requires that 4 percent of the amount appropriated each year for the STOP Violence Against Women formula grant program be available to Indian tribal governments.

For FY 1998, Congress appropriated \$172 million for the STOP Violence Against Women formula grant program, of which \$6.8 million is allocated to the STOP Violence Against Indian Women Discretionary Grants Program.

PROGRAM STRATEGY

A COORDINATED AND INTEGRATED

PARTNERSHIP: The Program recognizes that reducing violence against women and enhancing the safety of native women necessitate the coordination of all tribal justice system components and community service providers. The Program therefore requires a coordinated and integrated approach. For the purposes of this Program, a coordinated and integrated approach entails a partnership between the components of the tribal justice system responsible for handling cases involving violent crimes committed against Indian women and the nonprofit, nongovernmental service providers who assist Indian women who have been victims of domestic violence, sexual assault, and stalking. If a nonprofit, nongovernmental service provider does not exist in the community, tribal governments must consult and coordinate with the tribal government's victim service program.

PROJECT PRODUCTS: The Program offers an opportunity to learn about promising approaches and practices utilized by various tribal justice systems and Indian victim services programs in preventing and assisting Indian women victimized by violent crimes. Currently there are few resource materials describing programs and approaches designed specifically to address violence against Indian women. The Program therefore requires tribal governments that receive grants to develop a product projects that can be shared with other tribal governments. The products generated through the Program will become part of a package of resource materials available to tribal governments in the succeeding years of Program implementation.

MANDATORY GRANT ALLOCATION

FORMULA: To ensure the development of a coordinated approach, the Violence Against Women Act requires that at least 25 percent of the total grant award be allocated respectively to law enforcement, prosecution, and nonprofit, nongovernmental victim services programs.

have law enforcement or prosecution as defined below are not required to allocate funds to these areas.

LAW ENFORCEMENT — s
Program, *law enforcement* l
agency charged with policing functions, including any of its component bureaus (such as governmental victim services programs), but not including volunteer or BIA law enforcement officers. Although BIA officers and volunteers do not meet the definition of law enforcement, tribes are encouraged to include them in project planning, implementation, and evaluation efforts, as well as in any training offered, if appropriate. Allowable purposes for this portion of the award include, but are not limited to, training for law enforcement officers, development of law enforcement protocols for handling domestic violence cases, and the creation of specialized units in law enforcement agencies to respond to domestic violence and/or sexual assault cases. The Oglala Sioux Nation used its law enforcement allocation to train tribal officers and hire specialized domestic violence probation officers to monitor perpetrator's compliance. These efforts resulted in 590 arrests for spousal abuse in 1996.

PROSECUTION — For the purposes of this Program, *prosecution* is defined as any tribal office or agency charged with direct responsibility for prosecuting criminal offenders, not including contracted prosecutorial services or courts that serve a prosecutorial function. Allowable purposes for this portion of the award include, but are not limited to, training for tribal prosecutors on domestic violence and sexual assault, and hiring prosecutors and/or support staff to handle domestic violence and/or sexual assault cases. The White Mountain Apache Tribe of Arizona used its prosecution allocation to hire an advocate to work within its prosecutor's office to assist and support victims of domestic violence and sexual assault. The advocate enhances the prosecution of violent

crimes against women by informing victims about the status of their cases and advocating on their behalf, and assisting in identifying and designing a prosecution strategy that will prevent future violent attacks.

VICTIM SERVICES — For the purposes of this Program, *victim services* a
nonprofit native organization not affiliated with tribal government but within the jurisdiction or service area of the tribal government that **assists domestic violence or sexual assault victims.** Where nonprofit, nongovernmental victim services do not exist within the jurisdiction or service area of the tribal government, 25 percent of the programmatic funds may be allocated to a tribal government victim services agency. Regardless of the type of victim services program, 25% of the funds must be allocated to services for women victims of violence. To meet the victim services allocation requirement of the Program, tribal grantees have used grant funds to support battered women's shelter programs, such as the White Buffalo Calf Women's Shelter located on the Rosebud Reservation in South Dakota, the Osage Counseling Center Shelter located on the Osage Nation Reservation in Oklahoma, and the Tender Hearts Against Family Violence Shelter located on the Standing Rock Sioux Reservation in North Dakota. Chugachmiut in south central Alaska is using grant funds to train and equip two Sexual Assault Nurse Examiner / Sexual Assault Response Teams comprised of a nurse examiner, an advocate, and a police officer. The nurse examiner conducts the physical examination of a victim and collects forensic evidence, while the advocate is available to support the woman through the examination and the criminal process. The team enhances the continuity of care for women who have been sexually assaulted, thus strengthening the response of the criminal justice system to such cases.

DISCRETIONARY — Tribal governments may use the *discretionary*
the 25% that is not designated specifically for law enforcement, prosecution, or victim services) to address any or a combination of the above purposes, as well as court-based initiatives (e.g., training for tribal court judges and personnel and/or the development and implementation of judicial procedures or enhancement of criminal sanctions) and

probation services and supervision. Batterer re-education / intervention programs also may be supported through the "discretionary" portion of a grant award; however, these programs must be part of a graduated range of sanctions that use the power of the tribal justice system to hold abusers accountable for their criminal actions and for changing their behavior. For instance, a tribal court judge could sentence a batterer to supervised probation with a condition that he complete a 26-week batterer's program. The penalties would become more severe if the batterer fails to comply with the court's order. With respect to children's services, Tribal government may recognize a need to allocate the discretionary funds to enhance victim services with programming for children, children's services supported with Program funds must show an inextricable link and be the direct result of providing services for a woman. For example, Program funds may support the expansion of battered women's shelter services to include programs for children of the battered women residing in the shelter. Program funds may be used to support services that focus exclusively on children or to develop sexual assault or domestic violence prevention curricula for schools.

PROGRAMMATIC FUNDS

Law Enforcement 25%	Prosecution 25%
Victim Services 25%	Discretionary 25%

PROGRAM REQUIREMENTS

Tribal governments may use grant funds for the following purposes:

training tribal law enforcement officers and prosecutors to identify and respond more effectively to violence against Indian women, including sexual assault and domestic violence;

developing, training, or expanding specialized units of tribal law enforcement officers and prosecutors that target violence against women, including sexual assault and domestic violence;

strengthening tribal courts' adjudication of violence against women through developing, training and expanding tribal court judicial procedures to protect women abused by an intimate partner, enhancing the range of sanctions applied to a batterer in a criminal case and strengthening the probation department's ability to monitor convicted batterers.

developing and implementing more effective police and prosecution policies, protocols, orders, and services specifically dedicated to preventing, identifying, and responding to violence against Indian women, including sexual assault and domestic violence;

developing, installing, or expanding data collection and communication systems, including computerized systems that link tribal police, prosecutors, and courts within the tribe, to other tribes or states, or that are designed to identify and track arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including sexual assault and domestic violence;

developing, enlarging, or strengthening victim service programs designed to assist adult Indian women, including sexual assault and domestic violence programs; developing or improving delivery of victim services to language minorities and the disabled; providing specialized domestic violence court advocates; and increasing reporting and reducing attrition rates for cases involving violent crimes against Indian women, including sexual assault and domestic violence; and

developing, enlarging, or strengthening programs that address the crime of stalking committed against Indian women.

Grant funds may

support projects that do not enhance the safety of women or address violence against Indian women;

pay for forensic medical examinations for victims of sexual assault;

reimburse victims for out-of-pocket costs of forensic medical examinations;

replace funds that the tribal government already is obligated or funded to pay;

support juvenile justice and delinquency prevention programs.

support chemical dependency programs that are not an integral part of batterer intervention programs; or

PROGRAM ELIGIBILITY

Federally recognized Indian tribal governments are eligible to apply for grants to address violence against Indian women through this program. See the definition of *Indian Tribe* on page 41 of this application kit. In reaffirming the United States' unique relationship with Native American tribal governments, Executive and Justice Department Policy requires the Office of Justice Programs to work on a government-to-government basis with Indian Tribes. (President's Memo of Relations with Tribal Governments, April 29, 1994, 3 C.F.R. 1007 (1995) and Department of Justice Policy on Indian Sovereignty and Government-to-Government Relations, 61 Fed. Reg. 29424 (June 1, 1995). Any *organized group or community of Indians* or a consortium representing several Indian tribal governments that requests funding must submit a tribal resolution from the constituent tribal governments supporting the application.

The Violence Against Women Act requires tribal governments to pay all out-of-pocket costs of forensic medical examinations for sexual assault victims and, where applicable, the filing and service fees for domestic violence cases. Appendix B contains the *Certification Eligibility Requirements of the Violence Against Women Act for Tribal Governments* tribe must sign and submit to demonstrate its compliance with these requirements.

a. A *forensic medical examination*, at a minimum, means an examination provided to a sexual assault victim by medical personnel trained to gather evidence of a sexual assault in a manner

suitable for use in a court of law. The examination should include at a minimum:

an examination of physical trauma;
a determination of penetration or force;
a patient interview; and
collection and evaluation of evidence.

The need for additional procedures (e.g., testing for sexually transmitted diseases) to obtain evidence may be determined by the tribal government in accordance with its current laws, policies, and practices. Coverage of the cost of any additional procedures also may be determined by the tribal government or entity responsible for paying the cost.

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

provide such examinations to victims free of charge;
arrange for victims to obtain such examinations free of charge; or
reimburse victims for the cost of examinations if:

- the reimbursement covers the full out-of-pocket costs of such examinations, without any deductible requirement or maximum limit on the amount of reimbursement;
- the governmental entity permits victims to apply for reimbursement for up to one year from the date of the examination;
- the governmental entity provides reimbursement to the victim not later than 90 days after written notification of the victim's expense; and

- the governmental entity provides verbal information at the time of the examination to all victims, including victims with limited or no English proficiency or those whose primary language is not written, regarding procedures to obtain reimbursement.

- b. Additionally, a tribal government must certify that its laws, policies, and practices do not require, in connection with the prosecution of any misdemeanor or felony domestic violence offense, that an abused person bear the costs associated with filing criminal charges against a domestic violence offender or the costs associated with the issuance or service of a warrant, protection order, or witness subpoena.

Applications submitted for funding must demonstrate that:

the funds requested will be used for one or more of the purposes described previously in the section entitled *Program Requirements*;

the proposed project was developed in consultation and coordination with nonprofit, nongovernmental Indian victim services programs, including sexual assault and domestic violence victim services providers, to the extent that they exist, or with governmental victim services programs or women in the community to be served, and that such agencies or individuals will participate in the development and execution of the implementation plan;

tribal governments with law enforcement and/or prosecution must allocate at least 25 percent of the amount requested, without duplication, to each of the following three areas: law enforcement, prosecution, and victim services;

tribal governments without law enforcement and/or prosecution must demonstrate that at least 25 percent of the amount requested will be allocated to nonprofit, nongovernmental or tribal victim services designed to assist Indian women who are victims of violent crimes; and

Federal funds received through this Program will be used to supplement —not

supplant—non-Federal funds that would otherwise be available for activities funded through this Program.

APPLICATION AND AWARD PROCESS

APPLICATION REQUIREMENTS

HOW TO APPLY: Applicants must submit a fully executed application to the Violence Against Women Grants Office.

DUE DATE: An original and two copies of the application must be received by the close of business (5:30 p.m. EST) on _____ All envelopes containing applications should be marked APPLICATION and sent to:

Violence Against Women Grants Office
Office of Justice Programs
810 7th Street, N.W. — 6th Floor
Washington, D.C. 20531

Applicants are responsible for ensuring that their applications are received by the deadline.

Facsimiles _____
application will be acknowledged in writing.

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

APPLICATION CONTENTS: A fully executed application, for the purposes of this Program, consists of the following:

1. *Standard Application for Federal Assistance (SF-424)* (Appendix A) — For purposes of the SF-424, the Catalog of Federal Domestic Assistance number for this Program is 16.587, and the title is Fiscal Year 1998 Violence Against Women Discretionary Grants Program (Block 10). The cognizant Federal agency and fiscal year of the tribal government should be listed in block 11 of the form. A sample of a completed SF-424 is included in Appendix A. For Federally recognized Indian tribes, where most of the Federal dollars come from the Department of the Interior (DOI), Interior would be the cognizant

Federal audit agency. An Indian tribal government's fiscal year is its 12-month accounting period.

2. *Abstract (Not to exceed 1 page)* — The abstract should present a summary of the proposed project and how it fits into the tribal government's overall strategy to reduce violent crimes against Indian women.
3. *Program Narrative* — The program narrative should not exceed a total of 10 pages and include the following information:
 - a. *Information about the Tribe (Not to exceed 1 page)* — Relevant historical information, land base within the jurisdiction of the tribe, number of tribal members and population living within the Indian community, population of women to be served, and demographic characteristics of the women to be served.
 - b. *Description of Proposed Project(s) (Not to exceed 6 pages)* — A description of the project(s) the tribe intends to support with grant funds, including the following information:
 - (1) A general description of the goals of the project(s).
 - (2) A description of the problems the tribal government faces with respect to violence against women, specifically domestic violence and sexual assault.
 - (3) A description of current law enforcement, prosecution, and victim services efforts to address battering and sexual assault of Indian women that also identifies the current sources of funding and explains how this grant would enhance or build on, rather than duplicate, existing programs.
 - (4) A description of the project(s) the grant funds will support. Projects must focus on reducing violence against or enhancing the safety of Indian women. OJP recognizes that the justice system of each tribal government is distinct. Tribes are therefore encouraged to develop projects designed to strengthen

their specific systems of justice for addressing violent crimes against women. Tribal governments that have not previously addressed violence against women issues, specifically domestic violence or sexual assault, may wish to consider emphasizing training and education for tribal justice practitioners on domestic violence and sexual assault; the establishment of minimum training requirements for law enforcement officers, prosecutors and victim advocates; and/or the creation or revision of a domestic violence code.

- (5) If a subgrant is proposed, an explanation of how the subgrantee was selected.
 - (6) A description of the source of the non-Federal match and how it will be used.
 - (7) A description of the tribal agency that will administer the funds.
 - (8) If the application is submitted on behalf of a tribal consortium, a description of the role and responsibilities of each member tribe, including which tribe will be fiscally and programmatically responsible for the grant. Resolutions from the member tribes demonstrating support for the project(s) must be submitted with the application.
- c. *Project Products (not to exceed 1 page)* — A description of the product(s) to be developed by the project(s) (e.g., training materials, protocols, or handbooks), including when they will be submitted to OJP. The type(s) of product(s) developed will depend on the nature of the project. For example, a demonstration project to establish a shelter for battered Indian women might include a report outlining the step-by-step approach taken to create the shelter and the shelter's operational policies.
 - d. *Staffing Plan (not to exceed 1 page)* — A description of the staffing needs of the proposed project(s), job descriptions describing the responsibilities of each

proposed staff position, and the qualifications that would be required of key staff conducting and managing the proposed project(s), *particularly training and experience in addressing or responding to violence against Indian women.*

- e. *Evaluation Plan (not to exceed 1 page)* — An explanation of the method the tribal government will utilize to evaluate the impact and effectiveness of the project on reducing violence against Indian women, specifically domestic violence and/or sexual assault, and how information about the women to be served will be collected (e.g., the nature of victimization, age, sex, relationship of victim to offender, geographic distribution within the jurisdiction of the tribal government, tribal membership, language, and disability).
 - f. *Project Partners* — a list of individual(s) and agencies involved in implementation of the project representing various components of tribal justice systems and the native community.
4. *Letters From Victim Services Programs* — Documentation from nonprofit, nongovernmental victim services programs describing their participation in developing the application and their commitment to participate in developing the implementation plan. If victim services programs do not exist, a letter from women in the community to be served that describes their involvement in developing the application and implementing the project must be submitted with the application.
 5. *Coordination of Federal Efforts* — A description of:
 - a. other active Federal grant awards (from the Department of Justice or otherwise) already supporting this or related efforts (see Appendix G for the definition of *related efforts*);
 - b. pending application(s) for Federal money for this or related efforts; and
 - c. how the activities supported by these other Federal grants would be coordinated with

the funding sought through this application.

For each source of Federal funding, include the program/project title; the Federal grantor agency; the Federal award amount; and a very brief description of the project purpose. This information is requested to encourage better coordination among Federal agencies in addressing State, local and tribal needs.

6. *Budget Detail Worksheet* — Estimated costs for planning and implementing the program goals. The budget must be complete, reasonable, and cost-effective in relation to the proposed project activities. The budget should provide the basis for the computation of all project-related costs. It should cover the costs of all components of the project and clearly identify costs attributable to the project evaluation. **In addition to a budget, the applicant should include the breakdown of funds for each of the following categories: law enforcement, prosecution, and victim services.** A Budget Detail Worksheet has been included in Appendix E. The budget should describe clearly:
 - a. the proposed amount and uses of grant funds over the grant period;
 - b. the proposed amount, sources, and uses of non-Federal expenditures over the grant period;
 - c. an explanation of how the applicant's match will be made; and
 - d. an explanation of how the amounts of the specific budget items were determined.

Attendance at three regional meetings that will be sponsored by the Office of Justice Programs is mandatory for all grant recipients. At least \$9,000 must be set aside to pay for the costs of five tribal representatives to attend each meeting. A sample budget for these costs is included in Appendix E.

7. *Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act for Tribal Governments* x
B)
8. *Assurances (Form 4000/3) (Appendix C)*

9. *Certifications Regarding Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6) (Appendix D)*

Each of the forms in the Appendices must be signed by a duly authorized tribal government official.

AWARD PERIOD

The award period for these grants is one year.

AWARD AMOUNT

Applicants may request grants of up to \$84,000.

REVIEW PROCESS

The STOP Violence Against Indian Women Discretionary Grant Program is a competitive program. The Violence Against Women Grants Office will carefully review each application for FY 1998 funding. The information provided in the application will be reviewed against the selection criteria for the Program. The applications that demonstrate the greatest promise for impacting the manner in which violence against Indian women is addressed by the tribal government will be recommended to the Assistant Attorney General of the Office of Justice Programs for funding in FY 1998.

POST-AWARD REQUIREMENTS

ATTENDANCE AT OFFICE OF JUSTICE PROGRAMS TRAINING SESSIONS

Grant d training sessions that will be sponsored by the Office of Justice Programs during the grant period. The goal of the training sessions is to assist grantees in the development of their required implementation plans and provide a review of the fiscal requirements of the Program. **By accepting an award, a tribe commits to participating in three training sessions.**

Prior to each training session, grant recipients must provide a list of the names and positions of the tribal representatives attending the training to the Violence Against Women Grants Office.

All grant recipients must allocate \$9,000 to pay for the costs to attend these training sessions.

PROGRAMMATIC TRAINING SESSIONS

The individuals who attend the programmatic training sessions on behalf of their respective tribal governments should be the same individuals responsible for developing and implementing the tribe's implementation plan.

Two programmatic training sessions will be offered. The first session will provide a review of the programmatic requirements of the grant and information on the appropriate response to domestic violence and sexual assault. The second session will address specialized topic areas including: the full faith and credit provision of the Violence Against Women Act as it pertains to tribal governments; issues related to the prosecution and judicial management of cases involving violence against Indian women; tribal law enforcement responses to violence against Indian women; and advocacy for victims of such violence. Specific details regarding the programmatic training sessions will be sent to participants when the times and sites for each are confirmed.

Each grantee is required to send a five- person team to each programmatic training session. The team should include tribal representatives providing services to or handling cases involving domestic violence, sexual assault, or stalking, including tribal law enforcement officers; prosecutors; judges; and nonprofit, nongovernmental victim services programs.

FISCAL TRAINING SESSION

The Office of Justice Programs' Office of the Comptroller will provide a two-day training session on fiscal issues essential to the financial management of the FY 1998 award. The fiscal officer handling the STOP Violence Against Indian Women Discretionary Grant is required to attend this training session.

DEVELOPMENT OF DETAILED IMPLEMENTATION PLAN

Within 60 days after attendance of of the first regional meeting, each tribal grantee is required to submit a detailed implementation plan that reflects the project(s) it intends to support with grant funds.

The implementation plan should be developed through deliberative consultation and coordination with a broad range of participants providing services to or handling cases involving domestic violence, sexual assault, or stalking, including tribal law enforcement and nonprofit, nongovernmental victim services programs.

Where nonprofit, nongovernmental victim services programs do not exist, the tribal government must consult with tribal governmental victim services programs. A tribe that does not have a victim services organization located within the community may meet this requirement by inviting women in the community to meetings to discuss the STOP Violence Against Indian Women Program and the needs of women who are victims of domestic violence, sexual assault or stalking. Women in the community can provide valuable insight into addressing domestic violence and sexual assault within the tribe, recommending projects to enhance the safety of women victimized by batterers and/or sexual assailants. The women consulted should describe their anticipated participation in the development of the plan and endorse the project(s) in a letter attached to the application.

EVALUATION

An evaluation of the STOP Violence Against Indian Women Program is being conducted in conjunction with the evaluation of the impact of the STOP Violence Against Women formula grant program. Tribal governments must agree to cooperate with Federally-sponsored evaluations of their projects. Evaluators may visit grantee sites to collect data for these evaluations. In addition, each tribal government must conduct an evaluation or assessment of its project. The purpose of the evaluation will be to assess the impact and effectiveness of the project to develop and strengthen the tribal government's response to violent crimes against Indian women who are victims of domestic violence and sexual assault.

BUDGET INFORMATION

ADMINISTRATIVE FUNDS

Tribal governments may use up to 5 percent of the award amount for costs incurred to administer the grant, including tribal government review, processing, monitoring, progress and financial report review, technical assistance, grant adjustments, accounting, auditing, and fund disbursement to subgrantees. This option is available to tribal grantees only and does not apply to tribal subgrantees. Allowable costs under administrative funds are the same as those for the Program. Tribal governments are not required to match the funds allocated for administration of the grant. If the tribal government does not need 5 percent of the grant award for administrative purposes, the funds should be used to support project activities. **The tribal administrative agency may charge its Federally approved indirect cost rate to this grant. However, any indirect costs requested must be paid from the 5 percent administrative funds.** Neither administrative costs nor indirect costs may be included as part of matching funds. Details on how the administrative funds will be used should be included in the Budget Detail Worksheet included in Appendix E.

Indirect costs are those costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. The cost of operating and maintaining facilities, depreciation, and administrative salaries are examples of the types of costs generally treated as indirect costs. An indirect cost rate and cost allocation plan must be on file with or submitted and approved by the cognizant Federal agency, and a copy must be submitted with the application. The cognizant Federal agency is generally determined based on the preponderance of Federal dollars received by the grantee. For most Indian tribes, the cognizant Federal agency is the Department of the Interior.

Discretionary grant funds are governed by the provisions of the government-wide Common Rule (A-102) and Circulars No. A-87 (*Cost Principles for State, Local, and Indian Tribal Governments*, revised May 17, 1995); A-102 to Federal Agencies on Grants and Cooperative Agreements (revised March 11, 1988); and A-133 (*Audits of States, Local Governments, and Non-profit Organizations*), as applicable to financial assistance. Additional information and guidance are contained in OJP's *Financial Guide*. This *Financial Guide* includes information on allowable costs, methods of payment, audit requirements, accounting systems,

and financial records. Copies of the *Guide* are available from the Department of Justice Response Center (1-800-421-6770) and also through the Internet on the OJP Home Page:

<http://www.ojp.usdoj.gov/OC/FinGuide/guide.htm>

MATCH REQUIREMENTS

A grant made under this Program may not cover more than 75 percent of the total costs of the project(s) funded. Funds allocated for administration of the grant, conference travel as mandated by the Violence Against Women Grants Office, and nonprofit, nongovernmental victim services are not required to be matched under this Program. The application must identify the source of the 25 percent non-Federal portion of the budget and how the match funds will be used. Tribal governments may satisfy this match requirement with either cash or in-kind services.

The purpose of matching funds is to augment the amount of resources available to the project from grant funds. The costs of activities counted as match must be directly related to the project goals and objectives and should be included as part of any evaluation or assessment. For example, if STOP funds are used to hire a second victim advocate in a prosecutor's office to expand the availability of services to battered women and sexually assaulted women, the time and activities of the original victim advocate may be considered as *cash match*; if this victim advocate is a volunteer, the value of the volunteer's time and activities may be considered as *in-kind match*. Both advocates' time devoted to grant-related activities must be documented in an auditable manner. If half of a prosecutor's time is supported with grant funds, that prosecutor must track ALL of his or her time to demonstrate that 50% of it was devoted to the grant-funded project. In-kind match must be documented in the same manner as grant-funded activities.

SOURCE OF MATCH: The source of the 25 percent non-Federal portion of the budget is governed by OJP's *Financial Guide*. The following restrictions on match apply to this Program:

1. Match cannot be derived from other Federal funds, unless those funds are appropriated by the Congress for the activities of any agency of an Indian tribal government or for the activities of the Bureau of Indian Affairs performing law

enforcement functions on any Indian lands (§ 2002(g) of Title IV - Violence Against Women Act). In this case, those Federal funds may be used to provide the matching share of the cost of programs or projects funded.

2. Match may be passed on to all subgrantees, with the exception of nonprofit, nongovernmental victim services programs.

IN-KIND MATCH: In-kind match may include donations of expendable equipment; office supplies; workshop or classroom materials; work space; or the monetary value of time contributed by professional and technical personnel and other skilled and unskilled labor, if the services provided are an integral and necessary part of a funded project. The value placed on loaned or donated equipment may not exceed its fair rental value. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the organization or the labor market. Fringe benefits may be included in the valuation. Volunteer services must be documented and, to the extent feasible, supported by the same methods used by the recipient organization for its own employees. The value of donated space may not exceed the fair rental value of comparable space, as established by an independent appraisal of comparable space and facilities in a privately owned building in the same locality. The basis for determining the value of personal services, materials, equipment, and space must be documented.

SAMPLE MATCH CALCULATION ALLOCATING 25% TO NONPROFIT, NONGOVERNMENTAL VICTIM SERVICES:

Federal Award Amount	\$84,000
() Administrative Funds (5 %)	\$ 4,200
() Travel to Grantee Meetings	\$ 9,000
(=) Program Funds	\$70,800
() Nonprofit Victim Services (25%)	\$17,700
(=) Federal Share to be Matched	\$53,100
(÷) divide by 75%	÷ .75
Adjusted Total Project Costs	\$70,800
(×) multiply by 25%	× .25
(=) Required Match	\$17,700

**SAMPLE MATCH CALCULATION ALLOCATING
25% TO TRIBAL GOVERNMENTAL VICTIM SERVICES:**

Award Amount	\$84,000
() Administrative Funds (5%)	\$ 4,200
() Travel to Grantee Meetings	\$ 9,000
(=) Federal Share to be Matched	\$70,800
(÷) divide by 75%	÷ .75
(=) Adjusted Total Project Costs	\$94,400
(×) multiply by 25%	× .25
(=) Required Match	\$23,600

ALLOCATION OF FUNDS

The application must reflect that 25 percent of the programmatic funds available through the grant will be allocated, without duplication, to each of the following areas: prosecution; law enforcement; and nonprofit, nongovernmental victim services. This requirement is not applicable to tribal governments that do not have law enforcement and/or prosecution, as defined previously. Every grantee must spend 25 percent of its programmatic funds on victim services. The remainder of the funds must be spent to address the purposes of the Program described previously. A specific budget for each of the required 25 percent program allocations and any proposed subgrants must be included in the

application at the time of submission. Administrative funds and travel costs to the grantee meetings are not to be included in the 25 percent allocations to law enforcement, prosecution, and nonprofit, nongovernmental victim services.

Indian tribal governments allocating funds to nonprofit subgrantees must fulfill the requirements of OMB Circular A-110, *Grants and Agreements with Institutions*; A-122, *Cost Principles For Nonprofit Organizations*; and A-133, *Audits of States, Local Governments, and Nonprofit Institutions*.

In addition to the Budget Detail Worksheet in Appendix E, the application must include a specific budget breakdown of the 25 percent allocations to the law enforcement, prosecution, nonprofit, nongovernmental victim services, and discretionary categories. The breakdown must show:

The exact amount of the programmatic funds being allocated to the law enforcement, prosecution, nonprofit, nongovernmental victim services, and discretionary categories. **If nonprofit, nongovernmental victim services do not exist within the jurisdiction of the tribal government, the exact amount of the programmatic funds that will be allocated to governmental victim services must be provided.**

The exact amount of the match (at least 25%) and the source of the match that will be provided to the law enforcement, prosecution, and discretionary categories. **The exact amount of the match and the source of the match to victim services must be provided only if the victim services program is a governmental organization.**

ADMINISTRATIVE REQUIREMENTS

GENERAL REQUIREMENTS

SINGLE POINTS 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. The State Single Points of Contact are listed in Appendix F of this application kit. Applicants must contact the 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 entered in block 16 on the *Application for Federal Assistance*, SF-424.

If the SPOC requires a copy of the application, the applicant should provide that copy and send the original application and two unbound copies to the Office of Justice Programs.

ELIGIBILITY FOR EMPLOYMENT IN THE UNITED STATES:

Organizations funded under this Program must agree to complete and keep on file, as appropriate, the Immigration and Naturalization Service Employment Eligibility Form (I-9). This form is to be used, by the recipient of Federal funds, to verify that persons employed by the recipient are eligible to work in the United States.

FINANCIAL REQUIREMENTS

GRANT FUNDS MUST SUPPLEMENT AND NOT

SUPLANT: A written certification, in the form of a letter, addressed to the Assistant Attorney General of the Office of Justice Programs must be included in the application kit. This letter must certify that Federal funds will be used to supplement existing funds for program activities and not replace those funds which have been appropriated for the same purpose. Potential supplanting will be the subject of application review, as well as pre-award review, post-award monitoring, and audit. If there is a potential presence of supplanting, the applicant or grantee will be required to supply documentation demonstrating that the reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of Federal funds.

AUDITS: State and Local Governments and Non-Profit Organizations are now governed by OMB Circular A-133, titled "Audits of States, Local

Governments and Non-Profit Organizations". In July 1996, the President signed an amendment to the Single Audit Act of 1984 which (1) mandates one audit circular for both State and local governments, institutions of higher education, and other non-profit organizations; (2) raises the audit threshold for all entities to \$300,000 of federal funds expended (this requirement is effective for audits conducted of fiscal years beginning on or after **July 1, 1996**); and (3) requires the submission of the audit report within nine (9) months from the end of the audit cycle (this requirement is effective for audits conducted of fiscal years beginning on or after **July 1, 1998**).

CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE:

Applicants must read and sign the certification form included in this application kit. Signing this form commits the applicant to compliance with the certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," and 28 CFR Part 67, "Government-Wide Debarment and Suspension (Nonprocurement) and Government-Wide Requirements for Drug-Free Workplace (Grants)." The certification will be treated as a material representation of the fact upon which reliance will be placed by the U.S. Department of Justice in making awards.

SUSPENSION OR TERMINATION OF FUNDING:

The Office of Justice Programs may suspend, in whole or in part; terminate funding for; or impose another sanction on a grantee for the following reasons:

Failure to comply substantially with the requirements or statutory objectives of the Violent Crime Control and Law Enforcement Act of 1994, program guidelines issued thereunder, or other provisions of Federal law;

Failure to make satisfactory progress toward the goals or strategies set forth in this application;

Failure to adhere to the grant requirements, standard conditions or special conditions;

Proposing or implementing substantial programmatic changes that, if originally submitted, the application would not have been selected for funding;

Failure to submit required reports; or

Filing a false certification in this application or other report or document.

Before imposing sanctions, the Office of Justice Programs will provide reasonable notice to the grantee of its intent to impose sanctions and will attempt informally to resolve the problem. Hearing and appeal procedures will follow those in Department of Justice regulations in 28 CFR part 18.

REPORTING REQUIREMENTS

PROGRESS REPORTS: Reports are prepared twice a year and are used to describe the performance of activities or the accomplishment of objectives as set forth in the approved award application. Progress reports must be submitted within 30 days after the end of the reporting periods, which are June 30 and December 31 for the life of the award. The awarding agency may opt, by special condition to the award, to combine the first report into the subsequent reporting period. For example, if the begin date on the award is June 1, the awarding agency may opt to receive the first report 30 days after the December 31 reporting period.

A final report, which provides a summary of progress toward achieving the goals and objectives of the grant, significant results, and any products developed under the grant, is due 90 days after the end date of the grant. Report forms will be provided to the grantee by the Office of Justice Programs.

FINANCIAL STATUS REPORTS: Financial status reports (SF 269A) are due quarterly on the 45th day following the end of each calendar quarter. A report must be submitted every quarter the award is active. The final report is due 120 days after the end date of the award. The Office of the Comptroller will provide a copy of this form in the initial award package. In lieu of using the SF 269A report, recipients may satisfy the financial reporting requirements by completing the Financial Status Report Turnaround Document. This document is a facsimile of the SF 269A report created with the information extracted from the awarding agency's computer files. The Office of the Comptroller sends this document directly to each grantee. If a *Turnaround Document* is not received, the SF 269A must be submitted by the due date. Future awards

and fund drawdowns may be withheld if the progress and financial status reports are delinquent.

BACKGROUND INFORMATION

Materials summarizing current research findings on issues relating to violence against women may be obtained from the National Criminal Justice Reference Service, P.O. Box 6000, Rockville, Maryland 20850, telephone number 1-800-851-3420.

APPENDIX A —
STANDARD APPLICATION FORM AND SAMPLE
COMPLETED COVER SHEET (SF-424)

APPLICATION FOR FEDERAL ASSISTANCE

1. TYPE OF SUBMISSION: <i>Application</i> <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction	<i>Preapplication</i> <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction	2. DATE SUBMITTED 3. DATE RECEIVED BY STATE 4. DATE RECEIVED BY FEDERAL AGENCY	Applicant Identifier State Application Identifier Federal Identifier
---	---	---	--

5. APPLICANT INFORMATION

Legal Name:	Organizational Unit:
Address (give city, county, state, and zip code):	Name and telephone number of the person to be contacted on matters involving this application (give area code)

6. EMPLOYER IDENTIFICATION NUMBER (EIN): [] [] [] - [] [] [] [] [] [] [] [] [] []	7. TYPE OF APPLICANT: (enter appropriate letter in box) <input type="checkbox"/> A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School Dist. I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify): _____
--	---

8. TYPE OF APPLICATION: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es): <input type="checkbox"/> <input type="checkbox"/> A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration Other (specify): _____	9. NAME OF FEDERAL AGENCY:
--	-----------------------------------

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: [] [] [] [] [] [] [] [] [] [] TITLE: _____	11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:
12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.):	

13. PROPOSED PROJECT: Start Date Ending Date	14. CONGRESSIONAL DISTRICTS OF: a. Applicant b. Project
---	--

15. ESTIMATED FUNDING:	16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?																					
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:15%;">a. Federal</td> <td style="width:15%;">\$</td> <td style="width:15%; text-align: right;">.00</td> </tr> <tr> <td>b. Applicant</td> <td>\$</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>c. State</td> <td>\$</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>d. Local</td> <td>\$</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>e. Other</td> <td>\$</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>f. Program Income</td> <td>\$</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>g. TOTAL</td> <td>\$</td> <td style="text-align: right;">.00</td> </tr> </table>	a. Federal	\$.00	b. Applicant	\$.00	c. State	\$.00	d. Local	\$.00	e. Other	\$.00	f. Program Income	\$.00	g. TOTAL	\$.00	a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE _____ b. NO. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW
a. Federal	\$.00																				
b. Applicant	\$.00																				
c. State	\$.00																				
d. Local	\$.00																				
e. Other	\$.00																				
f. Program Income	\$.00																				
g. TOTAL	\$.00																				
	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes If "Yes," attach an explanation. <input type="checkbox"/> No																					

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED

a. Typed Name of Authorized Representative	b. Title	c. Telephone number
d. Signature of Authorized Representative	e. Date Signed	

Instructions for Completion of the Application for Federal Assistance (SF 424)

The Application for Federal Assistance is a standard form used by most Federal agencies. This form contains 18 different items, which are to be completed before submission. All applications should include a completed and signed SF 424.

Item	Instructions
1	Type of Submission: If this proposal is not for construction or building purposes, check “Non-Construction”.
2	Date Submitted: Indicate the date you sent the application to OJP. The “Application Identifier” is the number assigned by your jurisdiction, if any. If your jurisdiction does not assign an identifier number, leave this space blank.
3	Date Received by State: Leave blank. This block is completed by the State single point of contact, if applicable.
4	Date Received by Federal Agency: This item will be completed by OJP.
5	Applicant Information: The “Legal Name” is the unit of government of the parent organization. For example, the primary or parent organization of a law enforcement agency is the name of the city or township. Thus the city or township should be entered into the Legal Name box and the name of the law enforcement agency would be entered into the Organizational Unit box. Designate one person as the contact, and include their telephone number.
6	Employer Identification Number: Each employer receives an employer identification number from the Internal Revenue Service. Generally, this number can be easily obtained from your agency’s accountant or comptroller.
7	Type of Applicant: Enter the appropriate letter in this space. If the applicant is representing a consortium of agencies, specify by checking Block N and entering “consortium”.
8	Type of Application: Check either “new” or “continuation”. Check new if this will be your first award for this purpose described in the application, even if the applicant has received prior awards for other purposes. Check “continuation”, if the project will continue activities of a project, that was begun under a prior award.
9	Name of Federal Agency: Type in the name of the awarding agency, such as “Bureau of Justice Assistance”.
10	Catalog of Federal Domestic Assistance Number: This would be contained in the program announcement. An example would be 16.____.
11	Descriptive Title of Applicants Project: Type in the: (1) title of the program as it appears in the solicitation or announcement; (2) name of the cognizant Federal agency, ex. U. S. Department of Education; and (3) applicant’s fiscal year, i.e. twelve month audit period, ex: 10/1/95 - 9/30/96.
12	Areas Affected by Project: Identify the geographic area(s) of the project. Indicate “Statewide” or “National”, if applicable.
13	Proposed Project Dates: Fill in the proposed begin and end dates of the project.
14	Congressional Districts: Fill in the Congressional Districts in which the project will be located as well as the Congressional District(s) the project will serve. Indicate “Statewide” or “National”, if applicable.
15	Estimated Funding: In line “a,” enter the Federal funds requested, not to exceed the dollar amount allocated in the program announcement. Indicate any other resources that will available to the project and the source of those funds on lines “b-f,” as appropriate.
16	State Executive Order 12372: Some states require you to submit your application to a State “Single Point of Contact” (SPOC) to coordinate applications for Federal funds. If your State requires a copy of your application, indicate the date submitted. If a copy is not required, indicate the reason. (Refer to the “Administrative Requirements” section of the program announcement, for more information.) The SPOC is not responsible for forwarding your application.
17	Delinquent Federal Debt: This question applies to the applicant organization. Categories of debt include delinquent audit allowances, loans, and taxes.
18	Authorized Representative: Type the name of the person legally authorized to enter into agreements on behalf of your agency. This signature on the original application must be signed in blue ink and/or stamped as “original” to help identify the original.

APPENDIX B —
CERTIFICATION OF COMPLIANCE WITH THE
STATUTORY ELIGIBILITY REQUIREMENTS OF THE
VIOLENCE AGAINST WOMEN ACT FOR TRIBAL
GOVERNMENTS

U.S. Department of Justice
Office of Justice Programs
Violence Against Women Program Office



Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act for Tribal Governments

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 28 CFR Part 90, "Rape Exam Payment Requirement" and "Filing Costs for Criminal Charges." The certifications shall be treated as a material representation of fact upon which the Department of Justice will rely when it determines to award the covered transaction, grant, or cooperative agreement.

Any Indian Tribal Government will be qualified for funds under the Violence Against Women Act, based on Section 2002(b)(1), upon certification that:

- 1) the funds will be used only for the seven purposes described in 42 U.S.C. 3796gg(b) under the "Grants to Combat Crime Against Women" program authority;
- 2) grantees and subgrantees will develop a plan for implementation and consult and coordinate with nonprofit, nongovernmental victim service programs, including sexual assault and domestic violence victim service providers in the development of this plan;
- 3) at least 25 percent of the amount granted will be allocated, without duplication, to each of the following three (3) areas: prosecution, law enforcement, and victim services, as these terms are defined in the Regulations. Indian tribal governments which do not have law enforcement authority are not subject to the requirement that 25% of the total grant award be allocated to law enforcement and 25% to prosecution; and
- 4) any federal funds received under this subchapter will be used to supplement, not supplant, non-federal funds that would otherwise be available for activities funded under this chapter.

In addition, as required by sections 2005 and 2006 of Title IV of the Violent Crime Control and Law Enforcement Act of 1994, Pub. L. 103-322 (September 13, 1994), which, in part, amends the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 U.S.C. § 3711 *et seq.* [by adding a new 'Part T'. Part T comprises Sections 2001 through 2006, codified at 42 U.S.C. §§3796gg through 3796gg-5], and implemented at 28 CFR Part 90, for persons entering into a grant or cooperative agreement, as defined at 28 CFR Part 90, the applicant certifies that:

1) Forensic Medical Examination Payment Requirement for Victims of Sexual Assault

- a) An Indian tribal government will not be entitled to funds under this program unless the Indian tribal government (or other governmental entity) incurs the full out-of-pocket costs of forensic medical examinations for victims of sexual assault.
- b) An Indian tribal government will be deemed to incur the full out-of-pocket cost of forensic medical examinations for victims of sexual assault if the Indian tribal government or other governmental entity:
 - 1) provides such examinations to victims free of charge;
 - 2) arranges for victims to obtain such examinations free of charge; or
 - 3) reimburses victims for the cost of such examinations if:
 - i) the reimbursement covers the full cost of such examinations, without any deductible requirement or limit on the amount of reimbursement;

ii) the governmental entity permits victims to apply for reimbursement for not less than one year from the date of the examination;

iii) the governmental entity provides reimbursement not later than ninety (90) days after written notification of the victim's expense; and

iv) the governmental entity provides information at the time of the examination to all victims, including those with limited or no English proficiency, regarding how to obtain reimbursement. Section 2005 (b), codified at 42 U.S.C. 3796gg-4(b).

2) Filing Costs For Criminal Charges

a) An Indian tribal government will not be entitled to funds unless it:

1) certifies that its laws, policies, and practices do not require, in connection with the prosecution of any misdemeanor or felony domestic violence offense, that the victim bear the costs associated with the filing of criminal charges against the domestic violence offender, or the costs associated with the issuance or services of a warrant, protection order, and witness subpoena; or

2) assures that its laws, policies, and practices will be in compliance with the requirements of paragraph (a) of this section by the date September 13, 1996 (Section 2006), codified at 42 U.S.C. 3796gg-5.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Typed Name of Authorized Representative

Title

Telephone Number

Signature of Authorized Representative

Date Signed

Agency Name

APPENDIX C — ASSURANCES

ASSURANCES

The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also the applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102 (a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976, Section 102 (a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act., as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.
12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure, Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures, and Federal laws or regulations applicable to Federal assistance programs.
13. It will comply, and all its contractors will comply, with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.
14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
15. It will provide an Equal Employment Opportunity Program if required to maintain one -- the application is for \$500,000 or more.
16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

Signature

Date

APPENDIX D —
CERTIFICATIONS REGARDING DEBARMENT,
SUSPENSION, AND OTHER RESPONSIBILITY
MATTERS; AND DRUG-FREE WORKPLACE
REQUIREMENTS



CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a

public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check if the State has elected to complete OJP Form 4061/7.

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

APPENDIX E —
BUDGET DETAIL WORKSHEET AND SAMPLE
BUDGET DETAIL WORKSHEET

APPENDIX F —
STATE SINGLE POINTS OF CONTACT

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.

Name/Position	Computation	Cost
		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.

Name/Position	Computation	Cost
		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 the unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
-------------------	----------	------	-------------	------

TOTAL _____

D. Equipment - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Expendable items should be included either in the "supplies" category or in the "Other" 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
------	-------------	------

TOTAL _____

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
		TOTAL _____

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

Purpose	Description of Work	Cost
		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.

Name of Consultant	Service Provided	Computation	Cost
--------------------	------------------	-------------	------

Subtotal _____

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

Item	Location	Computation	Cost
------	----------	-------------	------

Subtotal _____

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

Item	Cost
------	------

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, or provide a monthly rental cost and how many months to rent.

Description	Computation	Cost
		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.

Description	Computation	Cost
		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.

Budget Category	Amount
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 Budget Detail
Worksheet*

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.

Name/Position	Computation	Cost
<i>John Smith, Investigator</i>	<i>(\$50,000 x 100%)</i>	<i>\$50,000</i>
<i>2 Investigators</i>	<i>(\$50,000 x 100% x 2)</i>	<i>\$100,000</i>
<i>Secretary</i>	<i>(\$30,000 x 50%)</i>	<i>\$15,000</i>
<i>Cost of living increase</i>	<i>(\$165,000 x 2% x .5 yr.)</i>	<i>\$1,650</i>
<i>Overtime per investigator</i>	<i>(\$37.50/hr. x 100 hrs. x 3)</i>	<i>\$11,250</i>

The three investigators will be assigned exclusively to homicide investigations. A 2% cost of living adjustment is scheduled for all full-time personnel 6 months prior to the end of the grant. Overtime will be needed during some investigations. A half-time secretary will prepare reports and provide other support to the unit.

TOTAL \$177,900

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

Name/Position	Computation	Cost
<i>Employer's FICA</i>	<i>(\$177,900 x 7.65%)</i>	<i>\$13,609</i>
<i>Retirement</i>	<i>*(\$166,650 x 6%)</i>	<i>\$9,999</i>
<i>Uniform Allowance</i>	<i>(\$50/mo. x 12 mo. x 3)</i>	<i>\$1,800</i>
<i>Health Insurance</i>	<i>*(\$166,650 x 12%)</i>	<i>\$19,998</i>
<i>Workman's Compensation</i>	<i>(\$177,900 x 1%)</i>	<i>\$1,779</i>
<i>Unemployment Compensation</i>	<i>(\$177,900 x 1%)</i>	<i>\$1,779</i>
<i>*(\$177,900 less \$11,250)</i>		

TOTAL \$48,964

Total Personnel & Fringe Benefits \$226,864

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 the unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
Training	Boston	Airfare	(\$150 x 2 people x 2 trips)	\$600
		Hotel	(\$75/night x 2 x 2 people x 2 trips)	\$600
		Meals	(\$35/day x 3 days x 2 people x 2 trips)	\$420
Investigations	New York City	Airfare	(\$600 average x 7)	\$4,200
		Hotel and Meals	(\$100/day average x 7 x 3 days)	\$2,100

Two of the investigators will attend training on forensic evidence gathering in Boston in October and January. The investigators may take up to seven trips to New York City to follow up investigative leads. Travel estimates are based on applicant's formal written travel policy.

TOTAL \$7,920

D. Equipment - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Expendable items should be included either in the "supplies" category or in the "Other" 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
3 - 486 Computer w/CD ROM	(\$2,000 x 3)	\$6,000
Video Camera	\$1,000	\$1,000

The computers will be used by the investigators to analyze case and intelligence information. The camera will be used for investigative and crime scene work.

TOTAL \$7,000

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
<i>Office Supplies</i>	<i>(\$50/mo. x 12 mo.)</i>	<i>\$600</i>
<i>Postage</i>	<i>(\$20/mo. x 12 mo.)</i>	<i>\$240</i>
<i>Training Materials</i>	<i>(\$2/set x 500 sets)</i>	<i>\$1,000</i>
<i>Office supplies and postage are needed for general operation of the program. Training materials will be developed and used by the investigators to train patrol officers how to preserve crime scene evidence.</i>		
		TOTAL <u>\$1,840</u>

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

Purpose	Description of Work	Cost
<i>Renovation</i>	<i>Add walls</i>	<i>\$5,000</i>
	<i>Build work tables</i>	<i>\$3,000</i>
	<i>Build evidence storage units</i>	<i>\$2,000</i>
<i>The renovations are needed to upgrade the forensic lab used to analyze evidence for homicide cases.</i>		
		TOTAL <u>\$10,000</u>

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

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

Name of Consultant	Service Provided	Computation	Cost
<i>John Doe</i>	<i>Forensic Specialist</i>	<i>(\$150/day x 30 days)</i>	<i>\$4,500</i>
<i>John Doe, Forensic Specialist, will be hired, as needed, to assist with the analysis of evidence in homicide cases.</i>			
			<i>Subtotal <u>\$4,500</u></i>

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

Item	Location	Computation	Cost
<i>Airfare</i>	<i>Miami</i>	<i>(\$400 x 6 trips)</i>	<i>\$2,400</i>
<i>Hotel and Meals</i>		<i>(\$100/day x 30 days)</i>	<i>\$3,000</i>
<i>John Doe is expected to make up to 6 trips to Miami to consult on homicide cases.</i>			
			<i>Subtotal <u>\$5,400</u></i>

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

Item	Cost
<i>Intelligence System Development</i>	<i>\$102,000</i>
<i>The State University will design an intelligence system to be used in homicide investigations. A sole source justification is attached. Procurement Policy is based on the Federal Acquisition Regulation.</i>	
<i>Subtotal <u>\$102,000</u></i>	

TOTAL \$111,900

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, or provide a monthly rental cost and how many months to rent.

Description	Computation	Cost
<i>Rent</i>	<i>(700 sq. ft. x \$15/sq. ft.) (\$875/mo. x 12 mo.)</i>	<i>\$10,500</i>
<i>This rent will pay for space for the new homicide unit. No space is currently available in city-owned buildings.</i>		
<i>Telephone</i>	<i>(\$100/mo. x 12 mo.)</i>	<i>\$1,200</i>
<i>Printing/Reproduction</i>	<i>(\$150/mo. x 12 mo.)</i>	<i>\$1,800</i>
		TOTAL <u>\$13,500</u>

SAMPLE

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
<i>10% of personnel and fringe benefits</i>	<i>(\$226,864 x 10%)</i>	<i>\$22,686</i>
<i>The indirect cost rate was approved by the Department of Transportation, the applicant's cognizant Federal agency, on January 1, 1994. (A copy of the fully executed, negotiated agreement is attached.)</i>		
		TOTAL <u>\$22,686</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.

Budget Category	Amount
A. Personnel	<i>\$177,900</i>
B. Fringe Benefits	<i>\$48,964</i>
C. Travel	<i>\$7,920</i>
D. Equipment	<i>\$7,000</i>
E. Supplies	<i>\$1,840</i>
F. Construction	<i>\$10,000</i>
G. Consultants/Contracts	<i>\$111,900</i>
H. Other	<i>\$13,500</i>
Total Direct Costs	<i>\$379,024</i>
I. Indirect Costs	<i>\$22,686</i>
TOTAL PROJECT COSTS	<i>\$401,710</i>
Federal Request	<i>\$301,283</i>
Non-Federal Amount	<i>\$100,427</i>

Executive Order 12372 requires applicants from State and local units of government or other organizations providing service 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. You must contact your State SPOC to find out if this program has been selected for review by your State.

In accordance with Executive Order #12372, "Intergovernmental Review of Federal Programs," Section 4, the Office of Management and Budget (OMB) shall maintain a list of official State entities designated by the States to review and coordinate proposed Federal financial assistance and direct Federal development. This listing is the OFFICIAL OMB LISTING. This listing is also published in the Catalogue of Federal Domestic Assistance biannually.

States that are not listed no longer participate in the intergovernmental review process but MAY still apply for grants. These include: Alaska; American Samoa; Colorado; Connecticut; Kansas; Hawaii; Idaho; Louisiana; Massachusetts, Minnesota; Montana; Nebraska; Oklahoma; Oregon; Pennsylvania; South Dakota; Tennessee; Virginia; and Washington. This list is based on the most current information provided by the States. Changes to the list will only be made upon formal notification by the State.

ARIZONA Joni Saad Arizona State Clearinghouse 3800 N. Central Avenue Fourteenth Floor Phoenix, Arizona 85012 Tele: (602) 280-1315 FAX: (602) 280-1305	Francine Booth State Single Point of Contact Executive Department Thomas Collins Building P.O. Box 1401 Dover, Delaware 19903 Tele: (302) 739-3326 FAX: (302) 739-5661	State Single Point of Contact Department of Commerce and Community Affairs 620 East Adams Springfield, Illinois 62701 Tele: (217) 782-1671 FAX: (217) 534-1627
ARKANSAS Mr. Tracy L. Copeland Manager, State Clearinghouse Office of Intergovernmental Services, Department of Finance and Administration 1515 W. 7th St., Room 412 Little Rock, Arkansas 72203 Tele: (501) 682-1074 FAX: (501) 682-5206	DISTRICT OF COLUMBIA Charles Nichols State Single Point of Contact Office of Grants Mgmt. & Development. 717 14th Street, N.W. - Suite 500 Washington, D.C. 20005 Tele: (202) 727-6554 FAX: (202) 727-1617	INDIANA Amy Brewer State Budget Agency 212 State House Indianapolis, Indiana 46204 Tele: (317) 232-5619 FAX: (317) 233-3323
ALABAMA Jon C. Strickland Alabama Department of Economic and Community Affairs, Planning and Economic Development Division 401 Adams Avenue Montgomery, AL 36103-5690 Tele: (205) 242-5483 FAX: (205) 242-5515	FLORIDA Florida State Clearinghouse Department of Community Affairs 2740 Centerview Drive Tallahassee, Florida 32399-2100 Tele: (904) 922-5438 FAX: (904) 487-2899	IOWA Steven R. McCann Division for Community Assistance, Iowa Department of Economic Development 200 East Grand Avenue Des Moines, Iowa 50309 Tele: (515) 242-4719 FAX: (515) 242-4859
CALIFORNIA Grants Coordinator Office of Planning & Research 1400 Tenth Street, Room 121 Sacramento, California 95814 Tele: (916) 323-7480 FAX: (916) 323-3018	GEORGIA Tom L. Reid, III Administrator Georgia State Clearinghouse 254 Washington Street, S.W. - Room 401J Atlanta, Georgia 30334 Tele: (404) 656-3855 or (404) 656-3829 FAX: (404) 656-7938	KENTUCKY Ronald W. Cook Office of the Governor Department of Local Government 1024 Capitol Center Drive Frankfort, Kentucky 40601-8204 Tele: (502) 573-2382 FAX: (502) 573-2512
DELAWARE	ILLINOIS Barbara Beard	MAINE Joyce Benson State Planning Office State House Station #38 Augusta, Maine 04333

Tele: (207) 287-3261
FAX: (207) 287-6489

MARYLAND

William G. Carroll
Manager, State Clearinghouse for
Intergovernmental Assistance,
Maryland Office of Planning
301 W. Preston Street - Rm 1104
Baltimore, Maryland 21201-2365
Staff Contact: Linda Janey
Tele: (410) 225-4490
FAX: (410) 225-4480

MICHIGAN

Richard Pfaff
Southeast Michigan Council of
Governments
1900 Edison Plaza
660 Plaza Drive
Detroit, Michigan 48226
Tele: (313) 961-4266
FAX: (313) 961-4869

MISSISSIPPI

Cathy Mallette
Clearinghouse Officer
Department of Finance and
Administration
455 North Lamar Street
Jackson, Mississippi 39202-3087
Tele: (601) 359-6762
FAX: (601) 359-6764

MISSOURI

Lois Pohl
Federal Assistance Clearinghouse
Office Of Administration
P.O. Box 809
Room 760, Truman Building
Jefferson City, Missouri 65102
Tele: (314) 751-4834
FAX: (314) 751-7819

NEVADA

Department of Administration
State Clearinghouse
Capitol Complex
Carson City, Nevada 89710
Tele: (702) 687-4065
FAX: (702) 687-3983

NEW HAMPSHIRE

Jeffrey H. Taylor
Director, New Hampshire Office of
State Planning
Attn: Intergovernmental Review
Process
Mike Blake

2 ½ Beacon Street
Concord, New Hampshire 03301
Tele: (603) 271-2155
FAX: (603) 271-1728

NEW JERSEY

Gregory W. Adkins, Assistant
Commissioner
New Jersey Department of
Community Affairs
Please direct all correspondence and
questions about
intergovernmental review to:
Andrew J. Jaskolka
State Review Process
Intergovernmental Review Unit
CN 800, Room 813A
Trenton, New Jersey 08625-0800
Tele: (609) 292-9025
FAX: (609) 633-2132

NEW MEXICO

Robert Peters
State Budget Division
Room 190 Bataan Memorial Building
Santa Fe, New Mexico 87503
Telephone: (505) 827-3640

NEW YORK

New York State Clearinghouse
Division of the Budget
State Capitol
Albany, New York 12224
Tele: (518) 474-1605

NORTH CAROLINA

Chrys Baggett, Director
N.C. State Clearinghouse
Office of the Secretary of
Administration.
116 West Jones Street
Raleigh, North Carolina 27603-8003
Tele: (919) 733-7232
FAX: (919) 733-9571

NORTH DAKOTA

North Dakota Single Point of Contact
Office of Intergovernmental Assistance
600 East Boulevard Avenue
Bismarck, North Dakota 58505-0170
Tele: (701) 224-2094
FAX: (701) 224-2308

OHIO

Larry Weaver
State Single Point of Contact
State Clearinghouse
Office of Budget and Management
30 East Broad Street, 34th Floor
Columbus, Ohio 43266-0411
Please direct correspondence and
questions about
intergovernmental review to:

Linda Wise
Tele: (614) 466-0698
FAX: (614) 466-5400

RHODE ISLAND

Daniel W. Varin
Associate Director
Department of Administration
Division of Planning
One Capitol Hill, 4th Floor
Providence, Rhode Island 02908-
5870
Telephone: (401) 277-2656
FAX: (401) 277-2083

Please direct correspondence and
questions to:
Review Coordinator
Office of Strategic Planning

SOUTH CAROLINA

Omeagia Burgess
State Single Point of Contact
Grant Services
Office of the Governor
1205 Pendleton Street - Rm 477
Columbia, South Carolina 29201
Tele: (803) 734-0494
FAX: (803) 734-0385

TEXAS

Tom Adams
Governors Office
Director, Intergovernmental
Coordination
P.O. Box 12428
Austin, Texas 78711
Tele: (512) 463-1771
FAX: (512) 463-1888

UTAH

Carolyn Wright
Utah State Clearinghouse
Office of Planning and Budget
Room 116 State Capitol
Salt Lake City, Utah 84114
Tele: (801) 538-1535
FAX: (801) 538-1547

VERMONT

Nancy McAvoy
State Single Point of Contact
Pavilion Office Building
109 State Street
Montpelier, Vermont 05609
Tele: (802) 828-3326
FAX: (802) 828-3339

WEST VIRGINIA

Fred Cutlip, Director

Community Development Division
W. Virginia Development Office
Building #6, Room 553
Charleston, West Virginia 25305
Tele: (304) 558-4010
FAX: (304) 558-3248

WISCONSIN

Martha Kerner
Section Chief, State/Federal Relations
Wisconsin Department of
Administration
101 East Wilson Street - 6th Floor
P.O. Box 7868
Madison, Wisconsin 53707
Tele: (608) 266-2125
FAX: (608) 267-6931

WYOMING

Sheryl Jeffries
State Single Point of Contact
Office of the Governor
State Capitol, Room 124
Cheyenne, WY 82002
Tele: (307) 777-5930
FAX: (307) 632-3909

TERRITORIES

GUAM

Mr. Giovanni T. Sgambelluri
Director
Bureau of Budget and Management
Research
Office of the Governor
P.O. Box 2950
Agana, Guam 96910
Tele: 011-671-472-2285
FAX: 011-671-472-2825

PUERTO RICO

Norma Burgos/Jose E. Caro
Chairwoman/Director
Puerto Rico Planning Board
Federal Proposals Review Office
Minillas Government Center
P.O. Box 41119
San Juan, Puerto Rico 00940-1119
Tele: (809) 727-4444 or
(809) 723-6190
FAX: (809) 724-3270 or
(809) 724-3103

NORTH MARIANA ISLANDS

Mr. Alvaro A. Santos, Executive
Officer
Office of Management and Budget
Office of the Governor
Saipan, MP 96950
Tele: (670) 664-2256
FAX: (670) 664-2272
Contact person: Ms. Jacoba T. Seman,
Federal Programs Coordinator
Tele: (670) 664-2289
FAX: (670) 664-2272

VIRGIN ISLANDS

Jose George
Director, Office of Management and
Budget
#41 Norregade Emancipation Garden
Station
Second Floor
Saint Thomas, Virgin Islands 00802
Please direct all questions and
correspondence about
intergovernmental review to:
Linda Clarke
Tele: (809) 774-0750
FAX: (809) 776-0069

APPENDIX G —
DEFINITIONS APPLICABLE TO THIS PROGRAM

DEFINITIONS APPLICABLE TO THIS PROGRAM

DOMESTIC VIOLENCE — The term *domestic violence* includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other adult person against a victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction receiving grant monies.

INDIAN TRIBE — The term *Indian tribe* means a tribe, band, pueblo, nation, or other organized group or community of Indians, including any Alaska Native village or regional or village corporation [as defined in, or established pursuant to, the Alaska Native Claims Settlement Act (43 U.S.C. 1601 *et seq.*)], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. 42 U.S.C. § 2003, P.L. 103-322, Sept. 13, 1994, 108 Stat.1913 (1994).

LAW ENFORCEMENT — The term *law enforcement* means a tribal agency charged with policing functions, including any of its component bureaus (such as governmental victim services programs).

PROSECUTION — The term *prosecution* means any public office or agency charged with direct responsibility for prosecuting criminal offenders, including such office's or agency's component departments or bureaus (such as tribal governmental victim services programs). Prosecution support services, such as overseeing or participating in tribal or multi-jurisdictional domestic violence task forces, conducting training for intertribal prosecutors, or enforcing victim compensation and domestic violence-related restraining orders shall be considered "direct responsibility" for purposes of this program.

RELATED EFFORTS — The term *related efforts* is defined for these purposes as for:

the same purpose (i.e., the proposed award would supplement, expand, complement or continue activities funded with other Federal grants);

another phase or component of the same program/project (e.g., to implement a planning effort funded by other Federal monies, or to

provide a substance abuse treatment or education component within a criminal justice project); and/or

providing services of some kind (e.g., technical assistance, research, evaluation) to the program/project described in your application.

SEXUAL ASSAULT — *sexual assault* means any conduct proscribed by Chapter 109A of Title 18, whether or not the conduct occurs in the special maritime and territorial jurisdiction of the United States or in a Federal prison, and includes both assaults committed by offenders who are strangers to the victim and assaults committed by offenders who are known or related by blood or marriage to the victim.

UNDERSERVED POPULATIONS — The term *underserved populations* includes populations underserved because of geographic location (such as rural isolation); underserved racial or ethnic populations; and populations underserved because of special needs, such as language barriers or physical disabilities.

VICTIM SERVICES — The term *victim services* means a native nonprofit, nongovernmental organization not affiliated with the tribal government that assists domestic violence or sexual assault victims, including rape crisis centers; battered women's shelters; and other sexual assault or domestic violence programs, including nonprofit, nongovernmental organizations assisting domestic violence or sexual assault victims through the legal process.

FORENSIC MEDICAL EXAMINATION — The term *forensic medical examination* means an examination provided to a sexual assault victim by medical personnel trained to gather evidence of a sexual assault in a manner suitable for use in a court of law. The examination should include at a minimum:

examination of physical trauma.
determination of penetration or force.
patient interview.
collection and evaluation of evidence.

The need for additional procedures (e.g., testing for sexually transmitted diseases) to obtain evidence may be determined by the Indian tribal government in accordance with its current laws, policies, and practices.