

**Appendix A -  
Standard Application Form and Sample Completed Cover  
Sheet (SF-424)**

# APPLICATION FOR FEDERAL ASSISTANCE

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

<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN):</b> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table>																					<b>7. TYPE OF APPLICANT:</b> (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): _____

<b>8. TYPE OF APPLICATION:</b> <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): _____	<b>9. NAME OF FEDERAL AGENCY:</b>
--	-----------------------------------

<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table>											<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:</b>
<b>TITLE:</b>											
<b>12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.):</b>											

<b>13. PROPOSED PROJECT:</b> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 30%; height: 20px;">Start Date</td> <td style="border: 1px solid black; width: 30%; height: 20px;">Ending Date</td> </tr> </table>	Start Date	Ending Date	<b>14. CONGRESSIONAL DISTRICTS OF:</b> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 50%; height: 20px;">a. Applicant</td> <td style="border: 1px solid black; width: 50%; height: 20px;">b. Project</td> </tr> </table>	a. Applicant	b. Project
Start Date	Ending Date				
a. Applicant	b. Project				

<b>15. ESTIMATED FUNDING:</b> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20%;">a. Federal</td> <td style="border: 1px solid black; width: 10%;">\$</td> <td style="border: 1px solid black; width: 10%; text-align: right;">.00</td> </tr> <tr> <td style="border: 1px solid black;">b. Applicant</td> <td style="border: 1px solid black;">\$</td> <td style="border: 1px solid black; text-align: right;">.00</td> </tr> <tr> <td style="border: 1px solid black;">c. State</td> <td style="border: 1px solid black;">\$</td> <td style="border: 1px solid black; text-align: right;">.00</td> </tr> <tr> <td style="border: 1px solid black;">d. Local</td> <td style="border: 1px solid black;">\$</td> <td style="border: 1px solid black; text-align: right;">.00</td> </tr> <tr> <td style="border: 1px solid black;">e. Other</td> <td style="border: 1px solid black;">\$</td> <td style="border: 1px solid black; text-align: right;">.00</td> </tr> <tr> <td style="border: 1px solid black;">f. Program Income</td> <td style="border: 1px solid black;">\$</td> <td style="border: 1px solid black; text-align: right;">.00</td> </tr> <tr> <td style="border: 1px solid black;">g. TOTAL</td> <td style="border: 1px solid black;">\$</td> <td style="border: 1px solid black; 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	<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b> 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																				
<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b> <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	<b>Type of Submission:</b> If this proposal is not for construction or building purposes, check “Non-Construction”.
2	<b>Date Submitted:</b> 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	<b>Date Received by State:</b> Leave blank. This block is completed by the State single point of contact, if applicable.
4	<b>Date Received by Federal Agency:</b> This item will be completed by OJP.
5	<b>Applicant Information:</b> 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	<b>Employer Identification Number:</b> 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	<b>Type of Applicant:</b> 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	<b>Type of Application:</b> 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	<b>Name of Federal Agency:</b> Type in the name of the awarding agency, such as “Bureau of Justice Assistance”.
10	<b>Catalog of Federal Domestic Assistance Number:</b> This would be contained in the program announcement. An example would be 16,____.
11	<b>Descriptive Title of Applicants Project:</b> 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	<b>Areas Affected by Project:</b> Identify the geographic area(s) of the project. Indicate “Statewide” or “National”, if applicable.
13	<b>Proposed Project Dates:</b> Fill in the proposed begin and end dates of the project.
14	<b>Congressional Districts:</b> 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	<b>Estimated Funding:</b> 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	<b>State Executive Order 12372:</b> 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	<b>Delinquent Federal Debt:</b> This question applies to the applicant organization. Categories of debt include delinquent audit allowances, loans, and taxes.
18	<b>Authorized Representative:</b> 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 - 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 C -  
Certifications Regarding Lobbying; 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

---

# Disclosure of Lobbying Activities

Approved by OMB 0348-0046

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(See reverse side for Instructions.)

**Public Reporting Burden** for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

<b>1. Type of Federal Action:</b> <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
---	---	--

<b>4. Name and Address of Reporting Entity:</b> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee      Tier _____, if known:  Congressional District, if known: _____	<b>5. If Reporting Entity in No. 4 is Subawardee, enter Name and Address of Prime:</b>   Congressional District, if known: _____
---	---

<b>6. Federal Department/Agency:</b>   	<b>7. Federal Program Name/Description:</b>   CFDA Number, if applicable: _____
--	--

<b>8. Federal Action Number, if known:</b> _____	<b>9. Award Amount, if known:</b> \$ _____
--	---

<b>10a. Name and Address of Lobbying Registrant</b> (if individual, last name, first name, MI): _____	<b>b. Individuals Performing Services</b> (including address if different from No. 10a.) (last name, first name, MI): _____
--	--

<b>11. Information requested through this form is authorized by Sec.319, Pub. L. 101-121, 103 Stat. 750, as amended by sec. 10; Pub. L. 104-65, Stat. 700 (31 U.S.C. 1352). This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</b>	<b>Signature:</b> _____  <b>Print Name:</b> _____  <b>Title:</b> _____  <b>Telephone No.:</b> _____ <b>Date:</b> _____
---	--

---

## Instructions for Completion of SF-LLL, Disclosure of Lobbying Activities

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient, include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

**Appendix D -  
Budget Detail Worksheet and 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
		<b>TOTAL</b> _____

**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
		<b>TOTAL</b> _____
		<b>Total Personnel &amp; Fringe Benefits</b> _____

**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
		<b>TOTAL</b> _____

**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
		<b>TOTAL</b> _____

**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
		<b>TOTAL</b> _____

**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
		<b>TOTAL</b> _____

**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.

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

*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
Emily Keane, Domestic Violence Unit Prosecutor	\$45,000/yr x 100% time x 18 mos	\$67,500
Paul Dunlap, Domestic Violence Unit Chief Investigator	\$45,000/yr x 100% time x 18 mos	\$67,500
John Layamon, Domestic Violence Unit Probation Officer	\$40,000/yr x 100% time x 18 mos	\$60,000
Unknown, Domestic Violence Unit Legal Advocate	\$30,000/yr x 100% time x 18 mos	\$45,000
Samantha Smith, Domestic Violence Unit Investigator	\$25,000/yr x 50% time x 18 mos	\$18,750

Emily Keane will serve as the prosecutor in the unit. She will devote 100% of her time to the project.

Paul Dunlap, a sergeant with the police department, will oversee the police department's project activities, as well as serving as the lead investigator for the domestic violence unit. He will devote 100% of his time to the project.

John Layamon will devote 100% of his time to the project as the probation officer assigned to the

county's domestic violence unit.

A full-time legal advocate will be hired to attend hearings with victims and assist victims with filing court documents such as orders of protection. This advocate will be located in the county courthouse.

Samantha Smith will devote 50% of her time as a law enforcement investigator for this project.

Additional positions are provided under a contract with the Anycity Domestic Violence Shelter.

**SECTION A TOTAL**     **\$258,750**

**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, Workers' Compensation, and Unemployment Compensation.

<b>Name/Position</b>	<b>Computation</b>	<b>Cost</b>
Emily Keane, Domestic Violence Unit Prosecutor	\$67,500 x 19%	\$12,825.00
Paul Dunlap, Domestic Violence Unit Chief Investigator	\$67,500 x 19%	\$12,825.00
John Layamon, Domestic Violence Unit Probation Officer	\$60,000 x 19%	\$11,400.00
Unknown, Domestic Violence Unit Legal Advocate	\$45,000 x 19%	\$ 8,550.00
Samantha Smith, Domestic Violence Unit Investigator	\$18,750 x 19%	\$ 3,562.50

Fringe Benefits are based on established organizational rates and include FICA (7.65%), Workers Compensation (1%), Unemployment (.5%), Retirement (4.85%), and Medical/Dental/Life (5%). Fringe Benefits are allocated to Law Enforcement, Victim Services, Prosecution, and Discretionary activities consistent with the salary allocation.

**SECTION B TOTAL**     **\$49,162.50**

**Total Personnel & Fringe Benefits**     **\$307,912.50**

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

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
VAWGO Mandated Travel	Unknown Location			\$ 20,000*
Training-National Org. for Victims Assistance	Houston, TX		Airfare \$300 x 5	\$ 1,500
			Lodging & Per diem \$116/night x 3	\$ 1,740
(Domestic Violence Unit Team Members will attend 2 ½ day training in Houston, TX)				
Site Visit to Duluth Abuse Intervention Project	Duluth, MN		Airfare \$400 x 5	\$ 2,000
			Lodging & Per diem \$104/night x 3	\$ 1,560
(Domestic Violence Unit Team Members will participate in 3 day site visit to the Duluth, Minnesota Abuse Intervention Project)				

\*The \$25,000 VAWGO training has been budgeted in accordance with program guidelines. (\$20,000 has been included under Travel and \$5000 under contracts to cover the travel expenses for the program coordinator, who will be participating in the project under a contract with the Anycity Domestic Violence Shelter.) The site of the training is unknown at this time.

The Victim Assistance training in Houston will provide information about the programs and treatment available to victims.

The site visit to Duluth will provide an opportunity to learn from a well-established community response to domestic violence.

**SECTION C TOTAL      \$ 26,800**

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

category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
Computers to provide networking between Law Enforcement, Court, Victim Services, Probation, and Prosecution.		
Computers (4)	\$ 5,488.50 x 5 Computers & Printers	\$27,442.50
Video Cameras (2)	\$ 850.00 x 2 Cameras	\$ 1,700.00

The computers will provide the opportunity for all components to be connected on the same network. This will provide an efficient means of storing and retrieving pertinent data on offenders. All information sharing will be done in compliance with 28 CFR Part 23 and any other OJP-designated guidelines. Additional justification for the computers and the networking is included in the Program Narrative.

The video cameras will be used during the interviews of alleged offenders, as well as with witness testimony. The cost of one camera has been allocated to Law Enforcement and another to the Discretionary portion of the budget.

Note: Equipment purchased in accordance with written procurement policy. Organization's capitalization policy for individual items of equipment is \$500.00 or greater.

**SECTION D TOTAL**      **\$ 29,142.50**

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

Supply Items	Computation	Cost
Training materials (Includes paper, notebooks, pencils, etc)	\$150/month x 18 months	\$2,700
General office supplies *Includes copy paper, typewriter ribbons, pens, paper clips, etc.	\$50/month x 18 months	\$ 900

Battered Women's Kits \$25 x 50 1,250  
 \*Includes toiletries such as soap, toothbrush, hair brush, etc.

The training materials will be used for a number of different programs. The cost is based on training materials developed for previous VAWGO programs. Additional training materials and supplies also are included in the contract with the Anycity Domestic Violence Shelter. The supplies include general office supplies which will be used throughout the project.

The Battered Women's kits will be provided to victims and their children who seek assistance from the project. This estimated cost is based on previous kit prices from other VAWGO programs. We estimate at least 100 kits will be needed. 50 kits will be provided under the contract with the Center.

**SECTION E TOTAL \$4,850**

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

Purpose	Description of Work	Cost
NOT APPLICABLE		
<b>TOTAL</b>		<b>-0-</b>

**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
Joanne Cox	Domestic Violence Training	\$450/day x 2 days	\$900

Robert Davis                                      Computer Consultant                                      \$300/day x 20 days      \$6000

Joanne Cox will be training law enforcement, the judiciary, probation and parol officers, prosecutors, and medical and social services personnel on domestic violence issues. The consultant rates will not exceed \$450/day.

Robert Davis will assist in the development of the computer network linking law enforcement, the court, Victim Services, probation, and prosecution.

Subtotal                      \$6900

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

Item	Location	Computation	Cost
Joanne Cox	Tulsa, OK	Mileage 800 miles x \$.31/mile	\$248
		Lodging & Per Diem \$85/day x 3 days	\$255
Robert Davis	Boston, MA	Airfare	\$400
		Lodging & Per Diem \$100/day x 20 days	\$2000

All travel costs are based on the Federal travel guidelines for designated cities.

Subtotal                      \$2,903

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

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

Under a contract with the Anycity Domestic Violence Shelter, a Project Coordinator and an administrative assistant for the project will be hired. This contract also will cover computer equipment for the staff as well as travel expenses for the project coordinator. These expenses are itemized below. A separate justification for this sole source contract has been attached.

Kristen Lee, Program Coordinator	\$50,000/yr x 100% time x 18 mos	\$75,000
----------------------------------	----------------------------------	----------

Fringe Benefits		(\$75,000 x 19%)	14,250
Unknown, Administrative Assistant Fringe Benefits		\$18,000/yr x 50% time x 18 mos (\$13,500 x 19%)	\$13,500 2,565
Mileage for Program Coordinator travel to rural sites to provide training.		200 mi./month x 18 3,600 mi. X \$.31/mi.	\$ 1,116*
VAWGO Mandated Travel	Unknown Location		\$ 5,000**
Training-National Org. for Victims Assistance	Houston, TX	Airfare \$300 Lodging & Per diem \$116/night x 3	\$ 300** \$ 348**
Site Visit to Duluth Abuse Intervention Project	Duluth, MN	Airfare \$400 Lodging & Per diem \$104/night x 3	\$ 400** \$ 312**
Computers (2)		\$5,488.50 x 2 Computers & Printers	\$10,977**
Training materials (Includes paper, notebooks, pencils, etc)		\$150/month x 18 months	\$ 2,700**
General office supplies *Includes copy paper, typewriter ribbons, pens, paper clips, etc.		\$50/month x 18 months	\$ 900**
Battered Women's Kits *Includes toiletries such as soap, toothbrush, hair brush, etc.		\$25 x 50	\$ 1,250**

Kristen Lee will be the coordinator of the VAWGO project. She will be responsible for coordinating and overseeing all of the project activities. She will devote 100% to the project. The project office space will be located in the Anycity Domestic Violence Shelter.

A half-time administrative assistant will be hired for the project to assist Ms. Lee.

The Program Coordinator will travel to rural shelters and law enforcement offices to provide training on domestic violence issues.

\*Note: All mileage is budgeted at the Federal reimbursement rate.

\*\* See Section C for a description of travel related expenses and Sections D and E for a description of the computer and supply purposes.

Subtotal \$128,618

SECTION G TOTAL \$138,421

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

Description	Computation	Cost
Community Education Meetings	(Room rental, printed materials) 3 meetings x \$200/meeting	\$ 600

The Community Education meetings will be primarily for victims of domestic violence, however anyone is welcome to attend. The meetings will be held every 4 months. The cost of the meeting will be \$150 room rental and \$50 printed pamphlets, fact sheets and help line info. This is included in the victim services portion of the budget.

SECTION H TOTAL \$600

**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
Indirect Cost rate as negotiated	(\$507,726 x 8%)	\$40,618.08

with HHS. A copy of the agreement is attached.

SECTION I TOTAL \$40,618.08

**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.

<b>Budget Category</b>	<b>Amount</b>
A. Personnel	<u>\$ 258,750.00</u>
B. Fringe Benefits	<u>49,162.50</u>
C. Travel	<u>26,800.00</u>
D. Equipment	<u>29,142.50</u>
E. Supplies	<u>4,850.00</u>
F. Construction	<u>-0-</u>
G. Consultants/Contracts	<u>138,421.00</u>
H. Other	<u>600.00</u>
<b>Total Direct Costs</b>	<u><b>507,726.00</b></u>
I. Indirect Costs	<u>40,618.08</u>
<b>TOTAL PROJECT COSTS</b>	<u><b>\$548,344.08</b></u>

Federal Request \$548,344.08

Non -Federal Amount N/A

**Appendix E -  
State Single Points of Contacts**

**FY 1997 STOP Violence Against Women Formula Grants Program**  
**List of Designated State Agencies**  
**State Contacts**

---

---

**Alabama**

Mr. Luke Marshall  
Division Chief  
Alabama Department of Economic &  
Community Affairs  
Law Enforcement/ Traffic Safety  
Division  
401 Adams Ave. - P.O. Box 5690  
Montgomery, Alabama 36103-5690  
(334) 242-5803; (334) 242-0712-fax

**Alaska**

Jayne E. Andreen  
Executive Director  
Council on Domestic Violence &  
Sexual Assault  
P.O. Box 111200  
(\*Street address-450 Whittier St., Rm.  
204)  
Juneau, Alaska 99811-1200  
(907) 465-4356; (907) 465-3627-fax

**American Samoa**

La'aulii A. Filoiali  
Executive Offices of the Governor  
Criminal Justice Planning Agency  
Pago Pago, American Samoa 96799  
(684) 633-5221  
(684) 633-7552

**Arizona**

Donna Irwin, Program Manager  
(gvirwid@gv.state.az.us)  
Governor's Office for Domestic  
Violence Prevention  
1700 West Washington, Suite 101-F  
Phoenix, Arizona 85007  
(602) 542-1773; (602) 542-5522-fax

**Arkansas**

Jerry Duran  
Administrator  
Office of Intergovernmental Services  
1509 West 7th Street; P.O. Box 3278  
Little Rock, Arkansas 72203  
(501) 682-1074; (501) 682-5206-fax

**California**

Ann Mizoguchi, Program Manager  
(AnnM@ccjpl.ocjp.ca.gov)  
Sexual Assault/DV Branch  
Governor's Office of Criminal Justice  
Planning  
1130 K Street, Suite 300  
Sacramento, California 95814  
(916) 324-9216; (916) 324-9167-fax

**Colorado**

Wendell Graham, Planning Grants  
Officer  
Colorado Victims Program  
Division of Criminal Justice  
Department of Public Safety  
700 Kipling Street, Suite 1000  
Denver, Colorado 80215  
(303) 239-5728; (303) 239-4491-fax

**Connecticut**

Lisa Secondo  
Planning Specialist  
Policy Development & Planning  
Division  
Office of Policy and Management  
450 Capitol Ave.  
Mail Stop #52-CPD  
PO Box 341441  
Hartford, Connecticut 06134  
(860) 418-6391; (860) 418-6496-fax

**Delaware**

Cheryl Stallmann  
Program Coordinator  
Delaware Criminal Justice Council  
Carvel State Office Building  
4th Floor  
820 N. French Street  
Wilmington, Delaware 19801  
(302) 577-3430; (302) 577-3440-fax

**District of Columbia**

Monte Hillis  
Criminal Justice Specialist  
Office of Grants Management  
& Development  
717 14th Street, N.W., Suite 500  
Washington, D.C. 20005  
(202) 727-1648 (202) 727-1617-fax

**Florida**

Shelia Henkins-Jarrett  
Deputy Director for VAWA  
Executive Office of the Governor  
Governor's Task Force on  
Domestic Violence  
The Capitol  
Tallahassee, Florida 32399-0001  
(904) 921-2168; (904) 413-0812-fax

**Georgia**

Michelle Johnson  
Planner  
Criminal Justice Coordinating  
Council  
503 Oak Place, Suite 540  
Atlanta, Georgia 30349  
(404) 559-4949; (404) 559-4960-fax

**Guam**

Cecila A.Q. Morrison  
Deputy Director  
Governor's Community Outreach  
Federal Program Office  
P.O. Box 2950  
Agana, Guam 96913  
[011] (671) 475-9165  
[011] (671) 472-7575-fax

**Hawaii**

Tony Wong  
Planning Specialist  
Resource Coordination Division  
Department of the Attorney General  
425 Queen Street  
Honolulu, Hawaii 96813  
(808) 586-1096; (808) 586-1373-fax

**Idaho**

Steve Raschke  
Grants Management Supervisor  
Idaho Department of Law  
Enforcement  
P.O. Box 700  
Meridian, Idaho 83680-0700  
(208) 884-7042; (208) 884-7094-fax

**Illinois**

Robert Taylor, Associate Director  
(RTaylor@icjia.state.il.us)  
Federal and State Grants Division  
Illinois Criminal Justice Information  
Authority  
120 South Riverside Plaza  
Suite 1016  
Chicago, Illinois 60606  
(312) 793-8550; (312) 793-8422-fax

**Indiana**

Kim Howell  
Program Director  
Indiana Criminal Justice Institute  
302 W. Washington Street  
Room E-209  
Indianapolis, Indiana 46204  
(317) 232-3341; (317) 232-4979-fax

**Iowa**

Janice A. Rose (JanGASA@aol.com)  
Program Coordinator  
Governor's Alliance on Substance  
Abuse  
Lucas State Office Building  
East 12th & Grand  
Des Moines, Iowa 50319  
(515) 242-6379; (515) 242-6390-fax

**Kansas**

Juliene A. Maska  
Victims' Rights Coordinator  
Office of the Attorney General  
2nd Floor Judicial Center  
301 S.W.10th Ave.  
Topeka, Kansas 66612-1597  
(913) 296-2215; (913) 291-3875-fax

**Kentucky**

Donna Langley  
Program Coordinator  
Division of Grants Management  
Kentucky Justice Cabinet  
403 Wapping Street  
Bush Building, 2nd Floor  
Frankfort, Kentucky 40601  
(502) 564-3251 (502) 564-4840-fax

**Louisiana**

Rosanna Marino  
Program Manager  
Louisiana Commission on Law  
Enforcement  
1885 Wooddale Boulevard  
Room 708  
Baton Rouge, Louisiana 70806-1511  
(504) 925-1757; (504) 925-1998-fax

**Maine**

Robert N. Moore  
Maine Department of Public Safety  
42 State House Station  
Augusta, Maine 04333  
(207) 624-7071; (207) 624-7088-fax

**Maryland**

Debra A. Bright  
VAWA Coordinator  
Governor's Office of Crime Control  
& Prevention  
300 East Joppa Road, Suite 1105  
Towson, Maryland 21286-3016  
(410) 321-3521 ext. 330;  
(410) 321-3116-fax

**Massachusetts**

Rai Cunningham  
(Rai.Kowal@state.ma.us)  
Director  
VAWA/STOP Program  
Executive Office of Public Safety  
100 Cambridge Street, Room 2100  
Boston, Massachusetts 02202  
(617) 727-6300 ext. 305  
(617) 727-5356-fax

**Michigan**

Kate Young  
Grants Coordinator  
Department of Social Services  
235 South Grand Ave., Ste. 1503  
P.O. Box 30037  
Lansing, Michigan 48909  
(517) 373-8192; (517) 335-6177-fax

**Minnesota**

Emilie Tan-Graf  
Grants Administrator  
Department of Corrections  
Victim Services Unit  
1450 Energy Park Drive, Suite 200  
St. Paul, Minnesota 55108-5219  
(612) 643-3593; (612) 643-3444-fax

**Mississippi**

Herbert Terry  
Director  
Office of Justice Programs  
Division of Public Safety Planning  
Mississippi Department of Public  
Safety  
P.O. Box 23039  
Jackson, Mississippi 39225-3039  
(601) 359-7880; (601) 359-7832-fax

**Missouri**

Vicky Scott  
Victim Assistance Program Specialist  
Missouri Department of Public Safety  
P.O. Box 749  
Jefferson City, Missouri 65102-0749  
(573) 751-4905; (573) 751-5399-fax

**Montana**

Wendy Sturn  
Program Coordinator  
Montana Board of Crime Control  
303 North Roberts  
(or PO Box 201408)  
Helena, Montana 59620-1408  
(406) 444-3604; (406) 444-4722-fax

**Nebraska**

Nancy Steeves  
Federal Aide Administrator  
Nebraska Commission on Law  
Enforcement & Criminal Justice  
P.O. Box 94946  
301 Centennial Mall South  
Lincoln, Nebraska 68509  
(402) 471-2194; (402) 471-2837-fax

**Nevada**

Jean M. Mischel  
Deputy Attorney General  
Office of the Attorney General  
555 East Washington Ave., Ste. 3900  
Las Vegas, Nevada 89101  
(702) 486-3095; (702) 486-3768-fax

**New Hampshire**

Mark C. Thompson  
Director of Administration  
State of New Hampshire  
Department of Justice  
33 Capitol Street  
Concord, New Hampshire 03301  
(603) 271-1234; (603) 271-2110-fax

**New Jersey**

Gail Faille, Chief  
Office of Victim-Witness Advocacy  
Division of Criminal Justice  
Department of Law and Public Safety  
25 Market Street, CN 085  
Trenton, New Jersey 08625  
(609) 984-3880; (609) 292-0799-fax

**New Mexico**

Larry Tackman, Director  
Crime Victims' Reparation  
Commission  
8100 Mountain Road, NE, Suite 106  
Albuquerque, New Mexico 87110  
(505) 841-9432; (505) 841-9437-fax

**New York**

Beth Ryan  
Program Coordinator  
Office of Funding and Program  
Assistance  
New York State Division of Criminal  
Justice Services  
Executive Park Tower  
Stuyvesant Plaza  
Albany, New York 12203  
(518) 485-7913; (518) 457-1186-fax

**North Carolina**

Barry Bryant, Program Coordinator  
Division of Governor's Crime  
Commission  
Department of Crime Control  
& Public Safety  
3824 Barrett Drive, Suite 100  
Raleigh, North Carolina 27609-7220  
(919) 571-4736; (919) 571-4745-fax

**North Dakota**

LaVerne Lee, Program Director  
Domestic Violence/Rape Crisis  
Division of Maternal & Child Health  
Department of Health  
600 East Boulevard  
Bismarck, North Dakota 58505-0200  
(701) 328-3340; (701) 328-1412-fax

**Northern Mariana Islands**

Joaquin T. Ogomoro, Exec. Director  
(jack.ogumoro@saipan.com)  
Criminal Justice Planning Agency  
P.O. Box 1133 CK  
Saipan, Northern Mariana 96950  
[011](670) 664-4550  
[011] (670) 664-4560 fax

**Ohio**

Stephanie Graubner  
(Graubner@ocjs.state.oh.us)  
VAWA Grants Coordinator  
Office of Criminal Justice Services  
400 East Town Street, Suite 120  
Columbus, Ohio 43215  
(614) 728-8738; (614) 466-0308-fax

**Oklahoma**

Gayle Caldwell  
Grants Administrator  
District Attorneys Council  
2200 Classen Boulevard, Suite 1800  
Oklahoma City, Oklahoma 73106  
(405) 557-6707; (405) 524-0581-fax

**Oregon**

Carmen Kaufman  
Grants Coordinator  
Criminal Justice Services Division  
Department of State Police  
400 Public Service Building  
Salem, Oregon 97310  
(503) 378-3725 ext. 4142  
(503) 378-8282-fax

**Pennsylvania**

John Kunkle  
Manager  
Victim Services Program  
Commission on Crime  
& Delinquency  
P.O. Box 1167  
Harrisburg, PA 17108-1167  
(717) 787-2040; (717) 783-7713-fax

**Puerto Rico**

Lilia Luciano, Project Coordinator  
The Commission for Women's  
Affairs  
Box 11382  
Fernandez Juncos Station  
San Juan, Puerto Rico 00910  
(787) 721-7676; (787) 723-3611-fax

**Rhode Island**

Barbara Tuchon  
Project Director  
Governor's Justice Commission  
One Capitol Hill, 4th Floor  
Providence, Rhode Island 02908  
(401) 277-2620; (401) 277-1294-fax

**South Carolina**

BJ (Barbara Jean) Nelson  
Project Administrator  
Department of Public Safety  
Office of Safety and Grants  
5400 Broad River Road  
Columbia, South Carolina  
29210-4088  
(803) 896-8712; (803) 896-8714-fax

**South Dakota**

Susan Sheppick  
Administrative Assistant  
Domestic Abuse Programs  
Department of Social Services  
700 Governors Drive  
Pierre, South Dakota 57501-2291  
(605) 773-4330; (605) 773-6834-fax

**Tennessee**

Terry Hewitt  
STOP Coordinator  
Office of Criminal Justice Programs  
Department of Finance &  
Administration  
1400 Andrew Jackson Building  
Nashville, TN 37243-1700  
(615) 532-3355; (615) 532-2989-fax

**Texas**

Melissa Foley  
Program Coordinator  
Criminal Justice Division  
Office of the Governor  
P.O. Box 12428  
Austin, Texas 78711  
(512) 463-1936; (512) 475-3155-fax

**Utah**

Christine Watters  
Program Manager  
Utah Office of Crime Victims  
Reparations  
350 East 500 South  
Salt Lake City, Utah 84111-3326  
(801) 533-4000; (801) 533-4127-fax

**Vermont**

Jani Daum  
Financial Grants Manager  
The Vermont Center for Crime  
Victims Services  
103 South Main Street  
Waterbury, Vermont 05671-2001  
(802) 241-1252; (802) 241-1253-fax

**Virgin Islands**

R. Maria Brady  
Director of Victim Witness Services  
Office of the Governor  
Law Enforcement Planning  
Commission  
8172 Sub Base, Suite #3  
St. Thomas, Virgin Islands  
00802-5803  
(809) 774-6400; (809) 776-3317-fax

**Virginia**

Stacy Ruble  
VA. Program Analyst  
Victims Services Unit  
Department of Criminal Justice  
Services  
805 East Broad Street, 10th Floor  
Richmond, Virginia 23219  
(804) 225-3900; (804) 371-8981-fax

**Washington**

Mary Brown (maryb@cted.wa.gov)  
STOP Grant Program Manager  
Department of Community, Trade,  
& Economic Development  
P.O. Box 48300  
(Street address-906 Columbia St.,SW,  
98501)  
Olympia, Washington 98504-8300  
(360)753-9684; (360)586-0489-fax

**West Virginia**

Melissa B. Whittington  
Justice Programs Administrator  
Department of Military Affairs  
& Public Safety  
Criminal Justice & Highway  
Safety Division  
1204 Kanawha Boulevard East  
Charleston, West Virginia 25301  
(304) 558-8814; (304) 558-0391-fax

**Wisconsin**

Stephen W. Grohmann  
Program Coordinator  
Office of Justice Assistance  
222 State Street, 2nd Floor  
Madison, Wisconsin 53702-0001  
(608) 266-7488; (608) 266-6676-fax

**Wyoming**

Ms. Sharon Montagnino  
Director of Victim Services  
Office of the Attorney General  
123 State Capitol Building  
Cheyenne, Wyoming 82002  
(307) 777-7841; (307) 777-6869-fax

---

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

**(202) 307-6026  
(202) 305-2589 - Fax  
<http://www.ojp.usdoj.gov/vawgo>**

**Appendix F -  
State Agencies  
Administering the S•T•O•P  
Violence Against Women  
Formula Grants**

## **INTERGOVERNMENTAL REVIEW PROCESS**

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

Telephone (602) 280-1315  
FAX: (602) 280-1305

### **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

Telephone: (501) 682-1074  
FAX: (501) 682-5206

### **ALABAMA**

Jon C. Strickland  
Alabama Department of Economic and Community Affairs,  
Planning and Economic Development Division  
401 Adams Avenue  
Montgomery, AL 36103-5690

Telephone: (205) 242-5483  
FAX: (205) 242-5515

### **CALIFORNIA**

Grants Coordinator  
Office of Planning & Research  
1400 Tenth Street, Room 121  
Sacramento, California 95814

Telephone (916) 323-7480  
FAX (916) 323-3018

### **DELAWARE**

Francine Booth  
State Single Point of Contact  
Executive Department  
Thomas Collins Building  
P.O. Box 1401  
Dover, Delaware 19903

Telephone: (302) 739-3326  
FAX: (302) 739-5661

### **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

Telephone: (202) 727-6554  
FAX: (202) 727-1617

**FLORIDA**

Florida State Clearinghouse  
Department of Community Affairs  
2740 Centerview Drive  
Tallahassee, Florida 32399-2100

Telephone: (904) 922-5438  
FAX: (904) 487-2899

**GEORGIA**

Tom L. Reid, III  
Administrator  
Georgia State Clearinghouse  
254 Washington Street, S.W. - Room 401J  
Atlanta, Georgia 30334

Telephone: (404) 656-3855 or  
(404) 656-3829  
FAX: (404) 656-7938

**ILLINOIS**

Barbara Beard  
State Single Point of Contact  
Department of Commerce and Community Affairs  
620 East Adams  
Springfield, Illinois 62701

Telephone: (217) 782-1671  
FAX: (217) 534-1627

**INDIANA**

Amy Brewer  
State Budget Agency  
212 State House  
Indianapolis, Indiana 46204

Telephone: (317) 232-5619  
FAX: (317) 233-3323

**IOWA**

Steven R. McCann  
Division for Community Assistance, Iowa Department of  
Economic Development  
200 East Grand Avenue  
Des Moines, Iowa 50309

Telephone: (515) 242-4719  
FAX: (515) 242-4859

**KENTUCKY**

Ronald W. Cook  
Office of the Governor  
Department of Local Government  
1024 Capitol Center Drive  
Frankfort, Kentucky 40601-8204

Telephone: (502) 573-2382  
FAX: (502) 573-2512

**MAINE**

Joyce Benson  
State Planning Office  
State House Station #38  
Augusta, Maine 04333

Telephone: (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 - Room 1104  
Baltimore, Maryland 21201-2365  
Staff Contact: Linda Janey

Telephone: (410) 225-4490  
FAX: (410) 225-4480

**MICHIGAN**

Richard Pfaff  
Southeast Michigan Council of Governments  
1900 Edison Plaza  
660 Plaza Drive  
Detroit, Michigan 48226

Telephone: (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

Telephone: (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

Telephone: (314) 751-4834  
FAX: (314) 751-7819

**NEVADA**

Department of Administration  
State Clearinghouse  
Capitol Complex  
Carson City, Nevada 89710

Telephone: (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

Telephone: (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

Telephone: (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

Telephone: (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

Telephone: (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

Telephone: (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

Telephone: (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 - Room 477  
Columbia, South Carolina 29201

Telephone: (803) 734-0494  
FAX: (803) 734-0385

**TEXAS**

Tom Adams  
Governors Office  
Director, Intergovernmental Coordination  
P.O. Box 12428  
Austin, Texas 78711

Telephone: (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

Telephone: (801) 538-1535  
FAX: (801) 538-1547

**VERMONT**

Nancy McAvoy  
State Single Point of Contact  
Pavilion Office Building  
109 State Street  
Montpelier, Vermont 05609

Telephone: (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  
Telephone: (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

Telephone: (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

Telephone: (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

Telephone: 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

Telephone: (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

Telephone: (670) 664-2256  
FAX: (670) 664-2272  
*Contact person:* Ms. Jacoba T. Seman  
Federal Programs Coordinator

Telephone: (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

Telephone: (809) 774-0750  
FAX: (809) 776-0069

## **Appendix G -**

### **State Agencies Administering the Byrne Formula Grants**

---

**State Offices Administering  
The Edward Byrne Memorial State and Local Law Enforcement Assistance  
Formula Grant Program**

---

ALABAMA

Edwin I. Gardner, *Director*  
Department of Economic and  
Community Affairs  
401 Adams Avenue,  
P.O. Box 5690  
Montgomery, AL 36103-5690

**Contact: Jim Quinn**

Phone: (334) 242-5890  
Fax: (334) 242-0712

ARKANSAS

Jerry Duran, *Administrator*  
Office of Intergovernmental  
Services  
Department of Finance and  
Administration  
1515 Building, Suite 417  
P.O. Box 3278  
Little Rock, AK 72203

**Contact: Gordon Burton**

Phone: (501) 682-1074  
Fax: (501) 682-5206

ALASKA

Colonel Glenn Godfrey,  
*Director*  
Alaska State Troopers  
5700 East Tudor Road  
Anchorage, AK 99507  
**Contact: Catherine Katsel**  
Phone: (907) 269-5082  
Fax: (907) 337-2059  
pckatsel@psafety.state.ak.us

CALIFORNIA

Ray Johnson  
Executive Director  
Office of Criminal Justice  
Planning  
1130 K Street, Suite 300  
Sacramento, California 95814  
**Contact: JoAnne McLevis**

Phone: (916) 324-9163

Fax: (916) 327-8714

ARIZONA

Rex M. Holgerson  
*Executive Director*  
Arizona Criminal Justice  
Commission  
1501 West Washington Street,  
Suite 207  
Phoenix, AZ 85007

**Contact: Joseph R. Farmer**

Phone: (602) 542-1928  
Fax: (602) 542-4852  
acjc@goodnet.com(notify  
before sending)

COLORADO

Bill Woodward, *Director*  
Division of Criminal Justice  
700 Kipling Street, 3rd Floor  
Denver, CO 80215

**Contact: John Inmann**

Phone: (303) 239-4442  
Fax: (303) 239-4491  
jinmann@aol.com

CONNECTICUT

Leonard F. D'Amico  
*Under Secretary*  
Office of Policy and  
Management  
450 Capitol Avenue, MS  
#52CPD  
P.O. Box 341441

Hartford, CT 06134-1441

**Contact: Jack Bates**

Phone: (860) 418-6210  
Fax: (860) 418-6496

FLORIDA

Rosa M. Morgan, *Chief*  
Department of Community  
Affairs

2555 Shumard Oak Blvd.

Tallahassee, FL 32399

**Contact: Clayton Wilder**

Phone: (850) 488-8016  
Fax: (850) 487-4414

DELAWARE

James Kane, *Director*  
Criminal Justice Council  
Carvel State Office Building  
820 N. French Street, 4th FL  
Wilmington, DE 19801

**Contact: Tricia Peraino**

**Arthur Garrison**

Phone: (302) 577-3433  
Fax: (302) 577-3440

GEORGIA

Martha Gilland, *Director*  
Criminal Justice Coordinating  
Council

503 Oak Place, Suite 540  
Atlanta, GA 30349

**Contact: John T. Clower**

Phone: (404) 559-4949  
Fax: (404) 559-4960

DISTRICT OF COLUMBIA

Sandra M. Manning, *Director*  
Office of Grants Management  
and Development  
717 14th Street, N.W.  
Suite 1200

Washington, D.C. 20005

**Contact: Tanya Hatton**

Phone: (202) 727-6537  
Fax: (202) 727-1617

HAWAII

The Honorable Margery S.  
Bronster, *Attorney General*  
State of Hawaii  
425 Queen Street, Room 221  
Honolulu, HI 96813

**Contact: Lari Koga**  
Phone: (808) 586-1151  
Fax: (808) 586-1373

IDAHO  
Robert L. Sobba, *Director*  
Idaho Department of Law  
Enforcement  
P.O. Box 700  
Meridian, ID 83680-0700  
**Contact: Roberta Silva**  
Phone: (208) 884-7040  
Fax: (208) 884-7094  
rsilva@dle.state.id.us

IOWA  
Charles W. Larson *Coordinator*  
Governor's Alliance on  
Substance Abuse  
Lucas State Office Building,  
2nd Floor  
Des Moines, IA 50319  
**Contact: Dale R. Woolery**  
Phone: (515) 281-3788  
Fax: (515) 242-6390

ILLINOIS  
Candice M. Kane  
*Acting Executive Director*  
Illinois Criminal Justice  
Information Authority  
120 S. Riverside Plaza  
Suite 1016  
Chicago, IL 60606  
**Contact: Robert Taylor**  
Phone: (312) 793-8550  
Fax: (312) 793-8422

KANSAS  
Barbara Tombs  
*Executive Director*  
Kansas Criminal Justice  
Coordinating Council  
700 S.W. Jackson, Room 501  
Topeka, KS 66603  
**Contact: Ronald McVeigh**  
Phone: (913) 296-0926  
Fax: (913) 296-0927  
rmcveigh@www.net

INDIANA  
Catherine O'Connor  
*Executive Director*

Indiana Criminal Justice  
Institute  
302 W. Washington St., Rm E-  
209  
Indianapolis, IN 46204  
**Contact: Doug Fowler**  
Phone: (317) 232-1230  
Fax: (317) 232-4979

KENTUCKY  
Mike Fulkerson, *Director*  
Justice Cabinet  
Bush Building  
403 Wapping Street, 2nd Floor  
Frankfort, KY 40601  
**Contact: Debra McGovern**  
Phone: (502) 564-7554  
Fax: (502) 564-4840

LOUISIANA  
Michael Ranatza  
*Executive Director*  
Louisiana Commission on Law  
Enforcement  
1885 Wooddale Blvd., Ste 708  
Baton Rouge, LA 70806  
**Contact: Debbie Maggio**  
Phone: (504) 925-3513  
Fax: (504) 925-1998

MAINE  
Lt. Col. Malcolm T. Dow  
*Acting Commissioner*  
Department of Public Safety  
State House Station 42  
Augusta, ME 04333  
**Contact: David Giampetruzzi**  
Phone: (207) 877-8016  
Fax: (207) 624-8768

MARYLAND  
Michael A. Sarbanes  
*Executive Director*  
Governor's Office of Crime  
Control and Prevention  
300 E. Joppa Road, Suite 1105  
Baltimore, MD 21286-3016  
**Contact: Greg Leyko**  
Phone: (410) 321-3521  
Fax: (410) 321-3116

MASSACHUSETTS  
Mike O'Toole  
*Acting Executive Director*  
Massachusetts Committee on  
Criminal Justice  
100 Cambridge St., RM 2100  
Boston, MA 02202  
**Contact: Susan Foster**  
Phone: (617) 727-6300  
Fax: (617) 727-5356

MICHIGAN  
Darnell Jackson, *Director*  
Office of Drug Control Policy  
Michigan National Tower  
124 W. Allegan, Suite 1200  
Lansing, MI 48913  
**Contact: Ardith DaFoe**  
Phone: (517) 373-2952  
Fax: (517) 373-2963

MINNESOTA  
Mary Ellison  
*State Administrator*  
Minnesota Department of  
Children, Families  
and Learning  
Office of Drug Policy and  
Violence Prevention  
550 Cedar Street, Suite 409  
St. Paul, MN 55101  
**Contact: Jeri Boisvert**  
Phone: (612) 296-0922  
Fax: (612) 297-7313

MISSISSIPPI  
Ron Sennett, *Interim Director*  
Division of Public Safety  
Planning  
Department of Public Safety  
401 North West Street, 8th Flr  
P.O. Box 23039  
Jackson, MS 39225-3039  
**Contact: Joyce Word**  
Phone: (601) 359-7880  
Fax: (601) 359-7832

NEBRASKA  
Allen L. Curtis  
*Executive Director*  
Nebraska Commission on Law  
Enforcement &  
Criminal Justice  
301 Centennial Mall South,  
5th Floor  
P.O. Box 94946  
Lincoln, Nebraska 68509  
**Contact: Nancy Steeves**  
Phone: (402) 471-3416  
Fax: (402) 471-2837

MISSOURI  
Gary B. Kempker, *Director*  
Missouri Department of Public  
Safety  
Truman State Office Building  
Room 870, P.O. Box 749  
Jefferson City, MO 65102-  
0749  
**Contact: Marco Tapia**  
Phone: (573) 751-4905  
Fax: (573) 751-5399

**NEVADA**

Donald L. Denison, *Director*  
Department of Motor Vehicles  
and Public Safety  
555 Wright Way  
Carson City, NV 89711-0900  
**Contact: Mary Lynne Evans**  
Phone: (702) 687-5282  
Fax: (702) 687-8798

**MONTANA**

Gene Kiser, *Executive Director*  
Montana Board of Crime  
Control  
303 North Roberts  
Scott Hart Bldg.  
Helena, MT 59620  
**Contact: Cathy Kendall**  
Phone: (406) 444-3604  
Fax: (406) 444-4722

**NEW HAMPSHIRE**

Mark C. Thompson  
*Director of Administration*  
Office of the Attorney General  
33 Capitol Street  
Concord, NH 03301  
**Contact: Paul Doran**  
Phone: (603) 271-1297  
Fax: (603) 271-2110

**NEW JERSEY**

Terrence P. Farley, *Director*  
Division of Criminal Justice  
Department of Law and Public  
Safety  
25 Market Street  
CN 085  
Trenton, NJ 08625-0085  
**Contact: Dennis O'Hara**  
Phone: (609) 292-5939  
Fax: (609) 292-1451

**NORTH CAROLINA**

Mr. Robin L. Lubitz, *Director*  
Governor's Crime Commission  
3824 Barrett Drive, Suite 100  
Raleigh, NC 27609  
**Contact: Beth Workman**  
Phone: (919) 571-4736  
Fax: (919) 571-4745

**NEW MEXICO**

Darren P. White  
*Cabinet Secretary*  
Department of Public Safety  
P.O. Box 1628  
Santa Fe, New Mexico 87504  
**Contact: Donna Farrell**  
Phone: (505) 827-3420  
Fax: (505) 827-3398

**NORTH DAKOTA**

William Broer, Jr., *Director*  
Bureau of Criminal  
Investigation  
Attorney General's Office  
P.O. Box 1054  
Bismarck, ND 58502  
**Contact: Tammy Becker**  
Phone: (701) 328-5500  
Fax: (701) 328-5510

**NEW YORK**

Paul Shechtman *Commissioner*  
New York State Division of  
Criminal Justice Services  
Executive Park Tower  
Stuyvesant Plaza  
Albany, NY 12203-3764  
**Contact: Gary Schreivogl**  
Phone: (518) 457-8462  
Fax: (518) 457-1186

**OHIO**

Michael Lee, *Director*  
Governor's Office of Criminal  
Justice Services  
400 East Town Street, Ste 120  
Columbus, OH 43215  
**Contact: Adrian Sargent**  
Phone: (614) 466-7782  
Fax: (614) 466-0308

**OKLAHOMA**

Suzanne McClain Atwood  
*Executive Coordinator*  
District Attorneys Training &  
Coordination Council  
2200 Classen Blvd., Ste 1800  
Oklahoma City, OK 73106-  
5811  
**Contact: Gayle Caldwell**  
Phone: (405) 557-6707  
Fax: (405) 524-0581

**PUERTO RICO**

The Honorable José A. Fuentes  
Agostini  
*Attorney General*  
Department of Justice  
Commonwealth of Puerto Rico  
P.O. Box 9020192  
San Juan, Puerto Rico 00902-  
0192  
**Contact: Luis M. Gonzalez-  
Javier**  
Phone: (787) 725-0335  
Fax: (787) 725-6144

**OREGON**

Beverlee Venell, *Director*  
Oregon Department of State  
Police

**Criminal Justice Services  
Division**

400 Public Service Building  
Salem, OR 97310  
**Contact: Beverlee Venell**  
Phone: (503) 378-3720  
Fax: (503) 378-6993

**RHODE ISLAND**

Joseph E. Smith  
*Executive Director*  
Governor's Justice Commission  
One Capitol Hill, 4th Floor  
Providence, RI 02908-5803  
**Contact: David LeDoux**  
Phone: (401) 277-2620  
Fax: (401) 277-1294

**PENNSYLVANIA**

James Thomas  
*Executive Director*  
Pennsylvania Commission on  
Crime and Delinquency  
P.O. Box 1167, Federal Square  
Station  
Harrisburg, PA 17108-1167  
**Contact: Bob Donovan**  
Phone: (717) 787-8559 ext.  
3064  
Fax: (717) 783-7713

**SOUTH CAROLINA**

Sandy Gibson  
*Interim Administrator*  
Office of Safety and Grants  
Department of Public Safety  
5400 Broad River Road  
Columbia, SC 29210-4088  
**Contact: Bonnie Burns**  
Phone: (803) 896-8707  
Fax: (803) 896-8714

**SOUTH DAKOTA**

James D. Hagen  
*Chief of Staff*  
Attorney General's Task Force  
on Drugs  
State Capitol Building  
500 E. Capitol Avenue  
Pierre, SD 57501-5070  
**Contact: Wanda L. Fergen**  
Phone: (605) 773-6313  
Fax: (605) 773-6471

**UTAH**

S. Camille Anthony  
*Executive Director*  
Commission on Criminal and  
Juvenile Justice  
State Capitol Building, Rm 101  
Salt Lake City, UT 84114  
**Contact: Marvin Dodge**

Phone: (801) 538-1031  
Fax: (801) 538-1024

#### TENNESSEE

Patricia B. Dishman, *Director*  
Office of Criminal Justice  
Programs  
Department of Finance and  
Administration  
1400 Andrew Jackson Building  
500 Deaderick Street  
Nashville, TN 37243-1700  
**Contact: Jeanne Norris**  
Phone: (615) 532-2986  
Fax: (615) 532-2989

#### VERMONT

James Walton, Jr.  
*Commissioner*  
Vermont Department of Public  
Safety  
Waterbury State Complex  
103 S. Main Street  
Waterbury, VT 05676-0850  
**Contact: Capt. Donald  
Ravenna**  
Phone: (802) 244-8781  
Fax: (802) 244-1106

#### TEXAS

Nancy S. Hugon  
*Executive Director*  
Criminal Justice Division  
Office of the Governor  
P.O. Box 12428, Capitol  
Station  
Austin, TX 78711  
**Contact: Robert J. Bodisch,  
SR.**  
Phone: (512) 463-1806  
Fax: (512) 475-2440

#### VIRGINIA

Bruce C. Morris, *Director*  
Department of Criminal Justice  
Services  
805 East Broad Street, 10th Flr  
Richmond, VA 23219  
**Contact: Joe Marshall**  
Phone: (804) 786-1577  
Fax: (804) 371-8981

#### VIRGIN ISLANDS

Ramon S. Davila  
*Police Commissioner/Drug  
Policy Advisor*  
Virgin Islands Law  
Enforcement Planning  
Commission  
8172 Sub Base, Suite 3  
St. Thomas, Virgin Islands

00802

**Contact: Helene Smollett**  
Phone: (809) 774-6400  
Fax: (809) 776-3317

#### WISCONSIN

Fred Falk, *Executive Director*  
Wisconsin Office of Justice  
Assistance  
222 State Street, Second Floor  
Madison, Wisconsin 53702  
**Contact: Raymond J. Luick**  
Phone: (608) 266-7282  
Fax: (608) 266-6676

#### WASHINGTON

Katherine Krieter  
*Assistant Director*  
Washington State Department  
of Community, Trade &  
Economic Development  
906 Columbia Street, S.W.  
P.O. Box 48300  
Olympia, WA 98504  
**Contact: Paul Perz**  
Phone: (360) 586-8411  
Fax: (360) 586-0489

#### WYOMING

Thomas J. Pagel, *Director*  
Division of Criminal  
Investigation  
316 West 22nd Street  
Cheyenne, Wyoming 82002  
**Contact: Sandra Mays**  
Phone: (307) 777-7181  
Fax: (307) 777-7252

#### WEST VIRGINIA

James M. Albert, *Director*  
Office of Criminal Justice  
& Highway Safety  
Department of Military  
Affairs & Public Safety  
1204 Kanawha Blvd., East  
Charleston, W. VA 25301  
**Contact: Melissa Crawford**  
Phone: (304) 558-8814  
Fax: (304) 558-0391

#### AMERICAN SAMOA

La'auli A. Filoiali'i, *Director*  
Criminal Justice Planning  
Agency  
American Samoa Government  
Executive Office Bldg., 3rd  
Floorr  
Pago Pago, American Samoa  
96799  
**Contact: Craig Keener**  
Phone: (9) (011) 684-633-5221  
Fax: (9) (011) 684-633-7894

COMMONWEALTH,  
NO. MARIANA ISLANDS

Jack Ogumoro  
*Executive Director*  
Criminal Justice Planning  
Agency  
Commonwealth of the Northern  
Mariana Islands  
Office of the Governor  
Saipan, MP 96950  
**Contact: Jack Ogumoro**  
Phone: (9) (011) 670-664-4550  
Fax: (9) (011) 670-664-4560  
jack.ogumoro@saipan.com

#### GUAM

Clifford A. Guzman  
*Acting Director*  
Bureau of Planning  
Governor's Office  
P.O. Box 2950  
Agana, Guam 96910  
**Contact: Miki Leon Guerrero**  
Phone: (9) (011) 671-472-  
4201/4202  
Fax: (9) (011) 671-477-1812

**Appendix H**  
**Current Grants to Encourage**  
**Arrest Policies**

**OFFICE OF JUSTICE PROGRAMS, GRANTS TO ENCOURAGE ARREST POLICIES**

**AWARDEES AND PLANNED PURPOSE AREAS PROGRAMS**

FY 96 AND FY 97

<b>State</b>	<b>Jurisdiction</b>	<b>Centralized Coordination</b>	<b>Policy Development</b>	<b>Training/ Education</b>	<b>Develop/Link Automated Systems</b>	<b>Advocacy</b>
AL	Birmingham	X	X	X	X	
AK	State of Alaska					X
AZ	Coconino County	X	X	X		X
	Eloy	X	X	X	X	
	Hopi Tribe	X	X	X		
	Pascue Yaqui Tribe					X
	Salt River Pima-Maricop a	X				X
	White Mountain Apache Tribe				X	
AR	Little Rock	X	X	X	X	X
	Little Flock				X	
CA	Antioch			X		X
	Cathedral City			X		X
	Fresno County	X		X		X
	Humboldt County	X			X	
	Lake County	X			X	X
	Los Angeles	X		X		
	Marin County	X				
	Mariposa County	X				X
	Merced County			X	X	

	Monterey County			X		
	Riverside County				X	
	Sacramento County	X				
	San Diego County	X				
<b>State</b>	<b>Jurisdiction</b>	<b>Centralized Coordination</b>	<b>Policy Development</b>	<b>Training/ Education</b>	<b>Develop/Link Automated Systems</b>	<b>Advocacy</b>
CA	San Mateo County	X				
	Santa Barbara County	X		X		X
	Sonoma County			X		X
	Tulare County				X	X
	Vacaville	X		X		X
CO	State of Colorado			X		
	Colorado Springs	X				X
	Jefferson County	X		X	X	
	La Plata County	X		X	X	
	Pueblo County	X			X	
DE	Delmar		X		X	
DC	District of Columbia			X		
FL	Collier County				X	X
	Dade County	X		X		X
	Pensacola	X		X		X
GA	Cobb County			X		
ID	Bonneville County	X			X	

IL	Carbondale	X	X	X		
	Champaign County	X			X	
	Chicago Heights	X				
	Cook County	X				X
IA	State of Iowa			X		
KY	Jefferson County	X		X		
	Rockcastle County					
LA	Lincoln Parish	X		X		
	New Orleans				X	X
	St. Tammany Parish	X	X	X		X
ME	Cumberland County	X		X		
<b>State</b>	<b>Jurisdiction</b>	<b>Centralized Coordination</b>	<b>Policy Development</b>	<b>Training/ Education</b>	<b>Develop/Link Automated Systems</b>	<b>Advocacy</b>
MD	State of Maryland	X			X	X
	Baltimore City and Baltimore County			X		
MA	Boston	X				
	Brockton	X		X		
	Brookline		X	X		
	Danvers					
	Framingham	X		X		
	Quincy	X				X
	Salem	X			X	
	Waltham	X		X		X
	Williamsburg			X		

MI	Bay City and Bay County	X		X	X	
	Inkster	X				X
	Kalamazoo County	X				X
MS	Greenville	X	X	X	X	X
MO	Independence			X		X
	Lee's Summit	X	X	X	X	X
MT	Chippewa Cree Tribe	X	X	X		
	Havre			X	X	X
	Northern Cheyenne Tribe	X	X			
NE	Omaha	X	X		X	X
NV	State of Nevada	X			X	
NH	Manchester	X				
<b>State</b>	<b>Jurisdiction</b>	<b>Centralized Coordination</b>	<b>Policy Development</b>	<b>Training/ Education</b>	<b>Develop/Link Automated Systems</b>	<b>Advocacy</b>
NJ	Passaic County	X				
	New Brunswick	X		X	X	
NM	Santa Fe	X				
NY	State of New York	X		X	X	
	Cayuga County	X			X	
	Clinton County			X		X
	Erie County	X			X	
	Monroe County	X				
	New York City				X	

	Queens County	X				
	Tompkins County	X			X	
	Westchester County	X				
NC	Durham	X	X			
OH	Dayton	X	X	X		
	Mansfield				X	
OK	The Osage Nation of Pawhuska	X			X	
	Sac & Fox Nation	X	X		X	
	Seminole County	X		X		
OR	Gresham	X				
	Jackson County	X				
	Klamath County		X	X	X	X
PA	Bensalem	X	X			
	State College			X		
RI	State of Rhode Island		X	X		X
<b>State</b>	<b>Jurisdiction</b>	<b>Centralized Coordination</b>	<b>Policy Development</b>	<b>Training/ Education</b>	<b>Develop/Link Automated Systems</b>	<b>Advocacy</b>
SD	Dakota Territory Chairmen's Council	X	X	X	X	
	The Ogala Lakota Nation of Pine Ridge		X		X	X
	Rosebud Sioux Tribe			X		

	Sisseton Wahpeton Sioux Tribe		X	X	X	X
TN	Knoxville		X	X	X	
	LaVergne				X	
	Shelby County	X				
TX	Austin	X		X	X	
	Dallas County		X		X	X
UT	Provo City	X			X	X
VT	State of Vermont				X	
	St. Albans			X		X
	St. Johnsbury	X				X
VA	Front Royal	X	X			
	Lynchburg	X		X		X
WA	State of Washington	X	X			
	Everett	X			X	
	Longview	X		X		
	Puyallup Tribe of Indians		X			
	Spokane City	X		X	X	
WV	Charleston				X	
<b>State</b>	<b>Jurisdiction</b>	<b>Centralized Coordination</b>	<b>Policy Development</b>	<b>Training/ Education</b>	<b>Develop/Link Automated Systems</b>	<b>Advocacy</b>
WI	Dane County				X	
	Milwaukee County					X
WY	Cheyenne					X