



***Domestic  
Violence  
Victims'  
Civil Legal  
Assistance  
Grants***

***Fiscal Year 1998  
Application Kit***

# OJP

## Domestic Violence Victims' Civil Legal Assistance Grants

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**Fiscal Year 1998  
Application Kit**

**All Applicants for Domestic Violence Victims Civil Legal Assistance Grants  
Must:**

- Complete the *Application for Federal Assistance* (SF 424) found in Appendix A. This form must be signed by an official who has the authority to apply for and accept Federal grant funds on behalf of the legal applicant.
- Read and sign the *Assurances* found in Appendix B.
- Read and sign the *Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements* found in Appendix C.
- Include a program narrative not to exceed (15) pages, double-spaced.
- Provide a detailed budget. See sample at Appendix D.
- Provide a letter certifying that the requested grant funds will not supplant non-Federal funds.

Please send the completed application and two unbound copies to:

**Violence Against Women Grants Office  
Office of Justice Programs  
810 Seventh Street, NW  
Washington, D.C. 20531**

**Applications must be received by close of business (5:30 EST) May 22, 1998.**

**U.S. Department of Justice**  
**Office of Justice Programs**  
810 Seventh Street, N.W.  
Washington, D.C. 20531

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**Violence Against Women Grants Office**  
**World Wide Web Homepage:**  
*<http://www.ojp.usdoj.gov/VAWGO>*

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## **I. Background**

The primary purpose of the Domestic Violence Victims' Civil Legal Assistance Discretionary Grant Program (hereafter referred to as the Program) is to strengthen direct civil legal assistance available to domestic violence victims. The Program recognizes that domestic violence throws lives into chaos, and that long-term assistance is needed to secure for women a life free of violence and its effects. It provides Federal financial assistance to law schools and nonprofit organizations, either public or private, that support or provide direct civil legal services to domestic violence victims. This includes such entities as: law school legal clinics, legal aid or legal services programs, shelters for battered women, and Bar associations. The Program encourages the establishment or strengthening of direct legal assistance programs that serve domestic violence victims, as well as improvements that will facilitate women's ability to seek relief within the civil legal system. The goal is to develop innovative, collaborative programs within the civil legal system that strengthen battered women's ability to secure a safe life and home for themselves and their children, if any.

At present, there is not enough affordable, accessible, and trained legal support available to domestic violence victims. There are too many situations in which a victim needs a lawyer or a legal advocate to fully understand her rights and enter the civil legal system on equal footing with her abuser. Not every situation requires a lawyer -- sometimes all that is needed is a legal advocate to explain the process and describe the options. In other situations, domestic violence victims need a lawyer trained in both the substantive field of law and the dynamics of battering relationships.

This Program is designed to strengthen civil legal assistance through innovative, collaborative programs that reach more battered women than are currently being served. Training, mentoring, and collaborative relationships are core components of projects supported by this grant program. Lawyers and legal advocates providing services through this Program must be trained and mentored by respected domestic violence victim advocacy organizations within the community to be served, and non-lawyers must be fully supervised by attorneys in accordance with local Bar rules. Training and mentoring should be ongoing, to address issues that may arise during the course of the project. Lawyers who represent battered women without fully understanding the dynamics of domestic violence can, even unwittingly, jeopardize their clients' safety. While a limited number of legal services programs around the country are operated by domestic violence victim advocacy organizations, or specialize in domestic violence issues and already have working relationships with the domestic violence victims advocacy community, most legal services providers do not work collaboratively with domestic violence victim advocacy organizations or victim services. As a result, legal services providers seeking funding through this grant program are strongly encouraged to enter into a collaborative relationship with non-profit, non-governmental domestic violence victim advocacy organizations. Such collaborative relationships will ensure that there is ongoing training and mentoring on issues related to domestic violence and will strengthen communication on domestic violence victim advocacy

issues between the legal and advocacy communities. See *Coordination with Non-Profit, Non-Governmental Domestic Violence Programs*, page 7, for further information.

## **II. Scope of the Program**

Congress has appropriated \$12 million for the Domestic Violence Victims' Civil Legal Assistance Program for Fiscal Year 1998. The scope of the Program is outlined by the Program Purposes and the Special Interest Categories set forth below. Proposed projects do not need to address multiple Special Interest Categories to receive support. These funds are not part of the STOP Violence Against Women Formula Grant Program or the STOP Violence Against Indian Women Discretionary Grant Program. The Program Purposes and Special Interest Categories that apply to the Civil Legal Assistance Grant Program do not apply to other grant programs funded by the Department of Justice pursuant to the Violence Against Women Act.

All direct legal services organizations applying for funding through this Program are strongly encouraged to formally collaborate with domestic violence victim advocacy groups within the community in the development and implementation of a civil legal services program to identify the areas of greatest need for civil legal representation and to ensure effective and appropriate cross-training of legal and advocacy staff and effective advocacy. Such a collaboration would reflect the active, ongoing role of the domestic violence victim advocacy organization, and should include both initial and ongoing training programs for the lawyers who will be handling cases. See *Coordination with Non-Profit, Non-Governmental Domestic Violence Programs*, page 7, for further information. Applicants that establish such collaborative efforts with domestic violence victim advocacy organizations will receive priority consideration.

Finally, OJP recognizes that the client base of most direct legal services providers includes more than just domestic violence victims. Any organization that has this broader client base must develop, with input from a local domestic violence victim advocacy organization, a conflict screening process that will ensure that no civil or criminal legal matter is handled for the abuser of a client.

Grant funds may not be used for certain activities. Prohibited activities include, but are not limited to civil legal assistance for:

- alleged batterers or, in the case of mutual arrest, to the primary aggressor;
- any individual in obtaining citizenship or permanent or temporary residency; or
- law reform initiatives, including, but not limited to, litigation.

Projects funded under this Program must serve primarily women victims of domestic violence.

### **A. Authorized Program Purposes**

The Civil Legal Assistance Program provides an opportunity for communities to examine the ways in which the civil legal needs of battered women are met. The purpose of the Program is to strengthen the civil legal assistance provided to victims of domestic violence. Funds may be used to support or provide direct legal services on behalf of victims of domestic violence in civil matters **directly related to the domestic violence**, including but not limited to: cases to obtain, modify or enforce civil protection orders; divorce or legal separation; spousal and child support; child custody and/or visitation; administrative matters such as access to benefits; housing and/or landlord-tenant matters; matters related to employment, including unemployment compensation proceedings.

## **B. Special Interest Categories**

In Fiscal Year 1998, the Office of Justice Programs (OJP) is interested in funding projects that respond to the unmet civil legal needs of domestic violence victims within the Special Interest Categories set forth below. Applicants are not required to address Special Interest Categories; however, applications that do so will receive priority consideration. All applicants that are not domestic violence victim advocacy organizations are strongly encouraged to collaborate with non-profit, non-governmental domestic violence victim advocacy programs. See *Coordination with Non-Profit, Non-Governmental Domestic Violence Programs*, page 7 for more information. In addition, OJP encourages all applicants to develop programs to reach diverse and traditionally underserved populations, including racial, cultural, or ethnic minorities; the disabled; language minorities; or domestic violence victims in rural or inner-city areas. The following list does not imply any ordering of priorities among categories.

### **1. Establish or strengthen law school clinical programs that provide direct legal representation to domestic violence victims in civil cases.**

Clinical programs in law schools that provide direct representation for domestic violence victims on the full range of civil legal needs provide quality services to domestic violence victims; in addition, they train law students in domestic violence law and the dynamics of battering relationships. These law students are future lawyers, judges, and policy-makers. Regardless of the field in which they ultimately work, they will bring to the justice system an enhanced sensitivity to the issue of domestic violence.

Law school clinical programs that provide representation for women seeking civil protection orders are eligible for consideration under this Special Interest Category. OJP is also interested in programs designed to meet a broader range of domestic violence victims' civil legal needs. Law schools are encouraged to collaborate with local domestic violence victim advocacy organizations and shelters to develop programs that are responsive to victims' needs and include collaborative cross-training in advocacy and legal issues. If a law school clinic's clients include more than just domestic violence victims, the clinic should develop, with input from the local domestic violence victim advocacy organization(s), a conflict policy that precludes the representation of a client's abuser. OJP is also interested in law school clinical programs that

develop a multi-disciplinary component. For example, a law school clinical course could be co-taught and co-supervised by a mental health professional, or a component of the program could provide assistance in emergency medical facilities.

**2. Establish or strengthen direct legal services programs to make a broad range of civil legal assistance readily available to domestic violence victims.**

In many communities, direct legal services organizations that provide free or low-cost legal services are the first line of defense for victims of domestic violence. Programs vary, however, in their ability to provide assistance for the full range of civil legal needs of domestic violence victims. Battered women, who are already in crisis, should be able to turn to one resource through which they can get an attorney's help in securing and enforcing protection orders, obtaining a divorce or separation, and resolving custody and visitation issues. For example, a court-based program could be established to provide a fully-staffed intake center for all domestic violence victims, where they could speak with a lawyer concerning the full range of their legal assistance needs and obtain legal representation. OJP is interested in programs that would reach underserved battered women through, for example, the expanded use of multilingual staff and/or materials.

**3. Establish or strengthen legal advocacy programs operated out of or under the direct auspices of domestic violence victim advocacy organizations and shelters.**

Domestic violence victims who contact advocacy organizations or shelters are often in need of immediate legal assistance or advice. Some shelters have established legal assistance programs by arranging with one or more lawyers to provide services to resident and/or non-resident domestic violence victims. Others coordinate representation from among a cadre of lawyers who are willing to provide *pro bono* or low-cost legal representation for domestic violence victims. An essential component of such a program is sufficient, comprehensive, ongoing training that would ensure a consistent level of qualified representation by attorneys and/or legal advocates knowledgeable about the law and sensitive to the dynamics of battering relationships.

**4. Establish collaborative efforts between domestic violence victim advocacy organizations and local agencies (such as police, prosecutors, or courts), local services or businesses (such as public housing agencies, hospitals, community and other health clinics, public schools, and public libraries) to provide on-site legal advocacy and/or legal assistance information in places battered women are likely to access.**

To strengthen civil legal services for domestic violence victims, attorneys and information about civil legal rights and remedies must be available and accessible in safe locations that battered women are likely to access. Providing for the safety of women is paramount. Lawyers or legal advocates need to be in places where women can readily come and speak with them without fear. Some jurisdictions have addressed this need by providing a legal advocate in a community health clinic. Others have provided a lawyer or legal advocate in a local police station or

sheriff's office. Any program that will rely on non-lawyer legal advocates must ensure that appropriate supervision is provided in compliance with state and local Bar rules and applicable statutory limitations.

**5. Establish or strengthen programs to recruit, train, and coordinate attorneys who will provide *pro bono* civil legal assistance to domestic violence victims.**

Attorneys who provide *pro bono* representation to domestic violence victims help to fill some of the gaps in service for these victims. They handle cases in communities where there are no, or limited, legal services; they handle the overflow from existing legal services programs; and they sometimes provide the impetus for attorneys to turn their efforts full-time to representation of battered women. OJP recognizes that such representation can never be the only source of representation for domestic violence victims -- most lawyers are able to take on only a handful of *pro bono* cases each year. At the same time, there is tremendous value in ensuring that attorneys who take such cases are well trained on the dynamics of battering relationships and the impact of domestic violence.

Grants may support the development and implementation of *pro bono* programs by Bar associations. This could include a program that recruits law firms that will agree to train a certain number of attorneys within the firm as a domestic violence "department"; the recruitment and training of lawyers from diverse practice areas who must agree to take a minimum number of domestic violence cases *pro bono*; or other means of coordinating the training and assignment of *pro bono* attorneys. Key components of such programs would be the recruitment, training, and ongoing mentoring of attorneys, the mandatory acceptance of a minimum number of *pro bono* cases following the completion of training, as well as the referral and placement of domestic violence victims with attorneys who have completed the program.

### **III. Eligibility for Awards**

#### **A. Eligible Grantees**

Eligible grantees for this Program are non-profit organizations, either public or private, that provide legal services to victims of domestic violence or that work with victims of domestic violence who have civil legal needs. State law schools that provide or are planning to provide civil legal assistance to domestic violence victims are also eligible. To be eligible for a grant, applicants, other than domestic violence victim advocacy organizations, are strongly encouraged to enter into a collaborative working relationship with a non-profit, non-governmental domestic violence victim advocacy organization from the community to be served. See *Application*

*Guidelines - Coordination with Non-Profit, Non-Governmental Domestic Violence Programs* on page 7 for additional information.

## **B. Types of Applicants**

In Fiscal Year 1998, OJP's Violence Against Women Grants Office will accept applications for the Civil Legal Assistance Grant Program from both *existing* legal services programs and for *new or planned* legal services programs. **Therefore, OJP may opt to award planning grants to some applicants**, enabling them to develop sufficient plans for the implementation of a legal services program that could serve as the basis for future funding requests to private sources or local, State or Federal government agencies, including OJP. While future requests for support from grantees receiving planning grants will be considered, **OJP cannot commit to subsequent funding to implement a program designed through an OJP-funded planning grant.**

## **IV. Availability of Funds**

Congress has appropriated \$12 million for the Domestic Violence Victims' Civil Legal Assistance Discretionary Grant Program for Fiscal Year 1998.

### **A. Award Period**

The award period for these grants will be 18 months.

### **B. Award Amount**

There is no specific amount for which applicants may apply; however, awards in excess of \$350,000 are unlikely to be made. Applicants should carefully consider the resources needed to implement successfully the project proposed and present a realistic budget that accurately reflects project costs. OJP reserves the right to make grants for greater or lesser amounts than that requested, and to negotiate the scope of work with applicants prior to award of a grant.

## **V. Application Guidelines**

Applicants intending to apply for this funding are encouraged to **submit the nonbinding letter of intent** included in Appendix G to OJP's Violence Against Women Grants Office by **April 24, 1998**. This will help the Grants Office accommodate the volume of proposals anticipated in response to this solicitation. The letter can be faxed to (202) 305-2589. OJP will use these letters to forecast the number of Peer Review Panels needed to review competitive applications and to identify potential conflicts of interest. Please note that final applications, due May 22, 1998, **may not** be submitted by fax. See *How to Apply*, page 17, for more information.

## **A. Coordination with the STOP Formula Grant Program**

To ensure the consistency of State goals with respect to reducing violence against women, an organization that applies for funds through this Program is required to submit a copy of its application to the agency that administers the STOP Violence Against Women Formula Grant Program in its State. (A list of these State agencies may be found in Appendix F.) The Civil Legal Assistance Grant Program provides separate but limited authority to fund some activities beyond those authorized in the STOP Program. Because the goals of the two programs are complementary, however, this coordination is required.

## **B. Coordination with Other Funding Sources**

All applicants should specify additional funding that they currently have or for which they are applying for related efforts from other OJP Bureaus and Program Offices. These are: the Bureau of Justice Assistance; the Bureau of Justice Statistics; the National Institute of Justice; the Office of Juvenile Justice and Delinquency Prevention; the Office for Victims of Crime; the Corrections Program Office; the Drug Courts Program Office; and the Executive Office of Weed and Seed. Applicants also must provide information on related funding they may be receiving from the Department of Justice's Office of Community Oriented Policing Services and from offices and bureaus in other Federal agencies. Applicants should also specify any IOLTA funds included in their operating budgets and any funds applied for or which they currently have from the Legal Services Corporation.

## **C. Coordination with Non-Profit, Non-Governmental Domestic Violence Programs**

All applicants for Civil Legal Assistance Grants are strongly encouraged to enter into formal, respectful collaborations with non-profit, non-governmental organizations serving victims of domestic violence. While a limited number of legal services programs around the country are already operated by domestic violence victim advocacy organizations, or specialize in domestic violence issues and already have working relationships with the domestic violence victims advocacy community, most legal services providers do not work collaboratively with domestic violence victim advocacy organizations or victim services. Such collaborative efforts would involve regular ongoing training and mentoring of the attorneys or legal advocates who will be providing legal services, as well as regular review of program issues by the domestic violence victim advocacy organization, consistent with any attorney-client privileges. The relationship(s) and specific organizational roles should be reflected in a Memorandum of Understanding signed by the agencies/organizations entering into such a collaboration, and appropriate compensation for staff from the agencies/organizations who will work on project-related activities should be included in the proposed budget. See *Budget and Budget Narrative*, page 11. To address this aspect of a proposed project, domestic violence victim advocacy organizations that apply need

only explain what role they expect to have in the project, and how they anticipate training and mentoring any participants who are not members of the organizations.

#### **D. Exclusive Provision of Services to Domestic Violence Victims**

All applicants for Civil Legal Assistance Grants are required to develop, in close collaboration with a non-profit, non-governmental domestic violence victim advocacy organization, a mechanism or protocol to ensure that services supported by these funds will be provided to **domestic violence victims**, not to other clients who need the same legal services but who are not victims of domestic violence.

## **VI. Application Contents**

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

#### **A. Standard Application for Federal Assistance (SF-424) (Appendix A) --**

For purposes of the SF-424, the Catalog of Federal Domestic Assistance number for this Program is 16.524, and the title is Fiscal Year 1998 Civil Legal Assistance Discretionary Grants Program (Block 10). The cognizant Federal audit agency and fiscal year of the applicant organization should be listed in block 11 of the form. A sample of a completed SF-424 is included in Appendix A.

**B. Summary Data Sheet** -- On one page, please identify the service provider(s) and domestic violence victim advocacy organizations involved in the project; indicate which of the Special Interest Categories your application addresses; and identify any IOLTA funds and other grants you are currently administering or for which you have applied from other OJP Bureaus or Program Offices, other Federal agencies, and/or the Legal Services Corporation.

**C. Abstract** -- A one-page summary describing the proposed project and how it would address the unmet civil legal needs of domestic violence victims should be provided.

**D. Program Narrative** -- The Program Narrative should be concise, and should be no longer than 15 double-spaced, typed pages on 8-1/2 x 11 inch paper. Margins must be not less than 1 inch, and type no smaller than 12 point and 12 characters per inch must be used. The narrative should include the following:

1. *Need for the Project (not to exceed two pages):* This section should describe the problem to be addressed. It should clearly state why existing programs cannot meet current needs for civil legal services, and how the target population would benefit from

the proposed project. In addition, the applicant should briefly describe the community/ies in which the project would be implemented, including location, population, and other relevant demographic information.

2. *What Will be Done (not to exceed six pages):* All applicants should provide a statement of the project goals and objectives highlighting the project's innovative and substantive attributes, describing the specific tasks and activities necessary for accomplishing those goals, and including a time line that identifies when activities would be accomplished. A description of the mechanism or protocol for screening potential clients to ensure that the civil legal matter on which they are seeking assistance is directly related to domestic violence must be set forth. A statement of any income guidelines applicable to cases, and how fee-shifting cases will be handled, if any are expected to be undertaken through the project, also must be included. If non-lawyers are to provide services, any limitation(s) on such representation imposed by local or state Bar rule or statute, and an explanation of how such limitations will be complied with, also must be set forth.
  
3. *Who Will Implement the Project (not to exceed three pages):* All applicants must identify the agency, office, or organization or group of agencies, offices, or organizations responsible for carrying out the project. A description of the expertise or experience of key staff in domestic violence issues should be included. Position descriptions and resumes that are available should be appended to the application. Applicants should explain how any non-lawyers providing legal services would be supervised, and how such supervision complies with applicable

Bar rules and state or local requirements. This section also should describe any collaborative relationship and explain the roles and responsibilities of the agencies, offices and organizations involved in the project.

4. *How Success Will be Measured (not to exceed one page):* This section of the application should describe the criteria that would be used to evaluate the project's effectiveness. It should explain how the evaluation would be conducted and identify the specific data collection and analysis techniques to be used. The evaluation should be designed to provide an objective assessment of the effectiveness or impact of the services, procedures, or training supported with grant funds. Whenever appropriate, the evaluation process should be designed to provide ongoing or periodic feedback on the effectiveness or utility of particular programs, educational offerings, or achievements, which could then be further refined as a result of the evaluation process.
5. *The Products (not to exceed one page):* This section should describe any written products that would be generated, such as manuals, forms, curricula, etc., and how they could be used to assist other communities in meeting the civil legal needs of domestic violence victims.
6. *Related Federal Projects (not to exceed two pages):* To facilitate better coordination with the STOP Violence Against Women Formula Grants Program and among other Federal agencies, each applicant must show how the proposed project would complement other initiatives supported with Federal funds, and with IOLTA and Legal Services Corporation funds. Applicants are required to provide the following information in the application:
  - a. Itemization of applicant's total budget for legal services, budget for family law cases, and budget for domestic violence cases (if any), including a list of Federal grant awards (from the Department of Justice and any other Federal agency) and grants from the Legal Services Corporation, already supporting this or related efforts,<sup>1</sup>

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<sup>1</sup> *Related efforts* is defined for these purposes as grant awards that are for (1) the same purpose (i.e., the proposed award would supplement, expand, complement, or continue activities funded with other Federal grants); (2) another phase or component of the same program/project (e.g., to implement a planning effort funded by other Federal monies, or to

including the program/project title; the grantor agency; the award amount; and a very brief description of its purpose;

- b. information on any pending application/s for Federal money for this or related efforts;
- c. how these would be coordinated with the funding sought through this application; and
- d. how the proposed project complements the State's STOP Violence Against Women Implementation Plan. A list of STOP State agencies is in Appendix F. Note: Applications that do not fall within the scope of these Statewide strategies will not be disqualified from the review process. This grant program is separate from the STOP program, and funds some activities that are beyond those authorized in the STOP program. Because the two programs address overlapping issues, however, applicants must demonstrate thoughtful understanding of the Statewide strategy, reflected in the Implementation Plan.

**E. Budget and Budget Narrative** -- Each application must include a detailed budget and budget narrative for the project. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the basis for the computation of all project-related costs. It should cover the cost of all components of the project and clearly identify costs attributable to the project evaluation. There must be a clear link between the proposed activities and the proposed budget items. In developing the budget, applicants should bear in mind that all partners should be fairly compensated for their participation in any project-related activities, including but not limited to compensation for time and travel expenses to attend or provide training and/or mentoring. **The budget must include compensation for services rendered by all partners, including non-profit, non-governmental domestic violence victim programs, e.g., shelters and advocacy organizations. Match is not required for this grant program**, but applicants are encouraged to maximize the impact of Federal grant dollars by contributing to the costs of their projects. Supplemental contributions may be cash, in-kind services, or a combination of both; however, *do not* include match contributions in the budget or budget narrative. Consultant

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provide a legal services component within a Federally-funded battered women's shelter); and/or (3) providing services of some kind (e.g., technical assistance, research, evaluation) to the program/project described in this application.

rates in excess of \$450 per day require prior approval by the Violence Against Women Grants Office. A Budget Detail Worksheet has been included in Appendix D for your use. The budget should describe clearly:

1. the proposed amount and uses of the grant funds over the grant period; and
2. how the amounts of the specific budget items were determined.

**F. Memorandum of Understanding** -- Memoranda of Understanding from non-profit, non-governmental domestic violence victim advocacy organizations, as well as from any other units of State and local government and individuals and organizations involved in the project, must be included as appendices if the applicant is entering into a collaborative relationship.

**G. Assurances** -- (Form 4000/3) (Appendix B).

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

**I. Non-Supplantation Letter** -- A letter certifying that no supplantation of non-Federal funds will take place should a grant award be made must accompany the application (see *Administrative Requirements -- Grant Funds Must Supplement and Not Supplant*).

Each of the forms in the Appendices must be signed by an official duly authorized to accept the grant award on behalf of the applicant.

## VII. Review Process

OJP will convene expert panels to review all applications, using the selection criteria set forth below. Applications that best meet the selection criteria will also be reviewed by OJP staff. Based on the panel recommendations and staff analysis of the applications, the Assistant Attorney General of the Office of Justice Programs will make final funding decisions.

## VIII. Selection Criteria

All applications for grants will be rated on the basis of the criteria set forth below:

1. The application clearly demonstrates development and implementation of a program, by or in collaboration with a domestic violence victim advocacy organization, that is designed to respond to the civil legal needs of domestic violence victims.
2. The proposal addresses one or more of the Special Interest Categories outlined on pages 3-5 of this solicitation.
3. The application addresses a need that is consistent with the statutory purpose of the Civil Legal Assistance Grant Program.
4. The application clearly details the need for the project.
5. The soundness and innovative aspects of the proposed project activities are clearly described.
6. The soundness of the planning and implementation strategy, organizational and staff capability, and general time line are evident.
7. The budget is reasonable, as it relates to proposed project activities.
8. The project demonstrates meaningful attention to the safety of victims of domestic violence in the delivery of services.
9. The project demonstrates meaningful attention to ensuring that services will be provided only to domestic violence victims, and that a system will be in place to preclude the conflict of representing a client's abuser on any matter.
10. The applicant is willing to share the results of the project with other jurisdictions that may be interested in initiating a similar approach.
11. The applicant demonstrates a commitment to continue the project beyond the 18-month grant period.

## **IX. Administrative Requirements for All Applicants**

### **A. General Requirements**

1. **Single Points of Contact Review:** Executive Order 12372 requires applicants from States and units of local government or other organizations providing services within a State to submit a copy of the application to the State Single Point of Contact (SPOC), if one exists, if this program has been selected for review by the State. The State Single Points of Contact are listed in Appendix E of this application kit.

Applicants must contact their State SPOC to determine if the program has been selected for State review. The date that the application was sent to the SPOC, or the reason such submission is not required, should be entered in block 16 on the *Application for Federal Assistance*, SF-424.

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

2. **Civil Rights Requirements:** All recipients of federal grant funds are required to comply with nondiscrimination requirements contained in various federal laws. Specifically, the statute that governs OJP-funded programs or activities (Section 809(c), Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 U.S.C. 3789d) prohibits such discrimination, as follows:

No person in any State shall on the ground of race, color, religion, national origin, sex [or disability]\* be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, or denied employment in connection with any program or activity funded in whole or in part with funds made available under this title.

*\* Section 504 of the Rehabilitation Act of 1973 prohibits identical discrimination on the basis of disability.*

If funded, grantees must acknowledge that failure to submit an acceptable Equal Employment Opportunity Plan (if grantee is required to submit one pursuant to 28 C.F.R. 42.302) that is approved by the Office for Civil Rights is a violation of its Certified Assurances and may result in the suspension of the drawdown of funds.

If any court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, sex, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the findings to the OJP Office for Civil Rights.

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

## **B. Financial Requirements for All Applicants**

1. **Grant Funds Must Supplement and Not Supplant:** A written certification in the form of a letter to the Assistant Attorney General of the Office of Justice Programs from the applicant's authorizing official must be included in the application package.

The letter must certify that federal funds will be used to supplement existing funds for programs to combat violence against women and not replace funds that have been appropriated for the same purpose. For example, if a grantee, prior to submitting an application, had committed to develop and implement a program to combat violence against women, then the grantee must make those dollars available in addition to those requested under this Program. Potential supplanting will be the subject of application review, as well as pre-award review, post-award monitoring and audit. If there is an appearance of supplanting, the applicant or grantee will be required to supply documentation demonstrating that the reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds. The nonsupplantation requirement applies only to State and local public agencies; it does not apply to non-profit, non-governmental victim services programs.

2. **Audit Requirement:** State and local governments and non-profit organizations are now governed by OMB Circular A-133, titled “Audits of States, Local Governments and Non-Profit Organizations.” In July 1996, the President signed an amendment to the Single Audit Act of 1984 which (1) mandates one audit circular for both State and local governments, institutions of higher education, and other non-profit organizations; (2) raises the audit threshold for all entities to \$300,000 of federal funds expended (this requirement is effective for audits conducted of fiscal years beginning on or after **July 1, 1996**); and (3) requires the submission of the audit report within nine (9) months from the end of the audit cycle (this requirement is effective for audits conducted of fiscal years beginning on or after **July 1, 1998**).

Commercial (for-profit) organizations shall have financial and compliance audits performed by qualified individuals who are independent from those who authorize the expenditure of Federal funds. This audit must be performed in accordance with Government Auditing Standards. The audit thresholds contained in OMB Circular A-133 apply.

Applicants are required to provide the period of the organization’s fiscal year and the name of the organization’s cognizant Federal agency in block 11 of the SF 424. The cognizant Federal agency is generally determined based on the preponderance of Federal dollars received by the grantee.

3. **Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-free Workplace Requirement:** Applicants should review and sign the certification form included in this application kit after carefully reading the instructions provided with the forms. Signing this form commits the applicant to compliance with the certification requirements under 28 C.F.R. Part 69, “New Restrictions on Lobbying,” and 28 C.F.R. Part 67, “Government-Wide Debarment and Suspension (Nonprocurement) and Government-Wide Requirements for Drug-Free Workplace (Grants).” The certification will be treated as a material representation of fact upon which reliance will be placed by the U.S. Department of Justice in awarding

grants.

4. **Suspension or Termination of Funding:** The Office of Justice Programs may suspend, in whole or in part, terminate funding for, or impose another sanction on a grantee for the following reasons:

- Failure to comply substantially with the requirements or statutory objectives of the Violent Crime Control and Law Enforcement Act of 1994, program guidelines issued thereunder, or other provisions of Federal law;
- Failure to make satisfactory progress toward the goals or strategies set forth in this application;
- Failure to adhere to the grant requirements, standard conditions or special conditions;
- Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding;
- Failure to submit reports; or
- Filing a false certification in this application or other report or document.

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

## **X. Reporting Requirements**

### **A. Progress Reports**

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

### **B. Financial Status Reports**

Financial status reports (SF 269A) are due quarterly on the 45th day following the end of each

calendar quarter. A report must be submitted for every quarter the award is active. The Office of the Comptroller will provide a copy of this form in the initial award package and also send a copy of the form to the grantee at the end of each calendar quarter. In lieu of using the SF 269A report, recipients may satisfy the financial reporting requirements by completing the Financial Status Report Turnaround Document. This document is a facsimile of the SF 269A report created with information extracted from the awarding agency's computer files. The Office of the Comptroller sends this document directly to each grantee. If a "Turnaround Document" is not used or received, the SF 269A must be submitted by the due date.

Future awards and fund drawdowns may be withheld if the progress reports, financial reports, or audit reports are delinquent.

## **XI. How to Apply**

Applicants are encouraged to submit non-binding letters of intent included in Appendix G to OJP's Violence Against Women Grants Office by April 24, 1998. This will help the Grants Office establish the appropriate number of Peer Review Panels needed to review applications, and to screen for potential conflicts of interest. **Letters of intent only** should be sent by fax to (202) 305-2589. Applications **will not** be accepted by fax.

Please send a **signed original and two unbound copies** of your application and requested attachments to the Violence Against Women Grants Office. These materials *must* be received by close of business (5:30 p.m. EST) on **May 22, 1998**. All envelopes containing applications should be marked **APPLICATION** and addressed to:

**Violence Against Women Grants Office  
Office of Justice Programs  
810 Seventh Street, NW  
Washington, D.C. 20531**

Applicants are responsible for ensuring that their applications are received by the specified deadline. Applications not received by the Office of Justice Programs by 5:30 p.m. on **May 22, 1998**, may not be considered. Extensions of the deadline for receipt of applications will not be granted. **Facsimiles will not be accepted**. Receipt of each application will be acknowledged in writing.

For additional information, please contact the Violence Against Women Grants Office at (202) 307-6026 or the Department of Justice Response Center at 1-800-421-6770.

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**APPENDIX A -**

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

# APPLICATION FOR FEDERAL ASSISTANCE

		2. DATE SUBMITTED	Applicant Identifier
<b>1. TYPE OF SUBMISSION:</b> <i>Application</i> <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		3. DATE RECEIVED BY STATE	State Application Identifier
		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
<b>5. APPLICANT INFORMATION</b>			
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> [ ] [ ] - [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]		<b>7. TYPE OF APPLICANT:</b> (enter appropriate letter in box) <input type="checkbox"/>	
<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): _____		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>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b> [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]		<b>9. NAME OF FEDERAL AGENCY:</b>	
<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:</b>		<b>12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.):</b>	
<b>13. PROPOSED PROJECT:</b> Start Date      Ending Date		<b>14. CONGRESSIONAL DISTRICTS OF:</b> a. Applicant      b. Project	
<b>15. ESTIMATED FUNDING:</b>		<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b>	
a. Federal	\$ .00	a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:  DATE _____  b. NO. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
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	
<b>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</b>			
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.

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**APPENDIX B -**

**Assurances  
(Form 4000/3)**

## 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 give 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 in 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 had 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 nondiscrimination 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, where 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

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**APPENDIX C -**

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



## 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)

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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

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**APPENDIX D -**

**Budget Detail  
Worksheet and  
Sample Budget**

### 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.

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**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.

<b>Name/Position</b>	<b>Computation</b>	<b>Cost</b>
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**TOTAL** \_\_\_\_\_

**Total Personnel & Fringe Benefits** \_\_\_\_\_

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

<b><u>Purpose of Travel</u></b>	<b><u>Location</u></b>	<b><u>Item</u></b>	<b><u>Computation</u></b>	<b><u>Cost</u></b>
---------------------------------	------------------------	--------------------	---------------------------	--------------------

**TOTAL** \_\_\_\_\_

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**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.

<b>Item</b>	<b>Computation</b>	<b>Cost</b>
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**TOTAL** \_\_\_\_\_

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

Supply Items	Computation	Cost
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**TOTAL** \_\_\_\_\_

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

Purpose	Description of Work	Cost
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**TOTAL** \_\_\_\_\_

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**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.

<b>Name of Consultant</b>	<b>Service Provided</b>	<b>Computation</b>	<b>Cost</b>
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Subtotal \_\_\_\_\_

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

<b>Item</b>	<b>Location</b>	<b>Computation</b>	<b>Cost</b>
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Subtotal \_\_\_\_\_

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

<b>Item</b>	<b>Cost</b>
-------------	-------------

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Subtotal \_\_\_\_\_

**TOTAL** \_\_\_\_\_

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

Description	Computation	Cost
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**TOTAL** \_\_\_\_\_

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

Description	Computation	Cost
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---

**TOTAL** \_\_\_\_\_

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

<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>	_____

**Federal Request** \_\_\_\_\_

**Non-Federal Amount** \_\_\_\_\_

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**APPENDIX E -**

**Single Points of  
Contact**

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

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**Alabama**

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Division Chief  
Alabama Department of Economic &  
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Law Enforcement/ Traffic Safety  
Division  
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Montgomery, Alabama 36103-5690  
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204)  
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**American Samoa**

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**Maryland**

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**Michigan**

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**Mississippi**

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**Virginia**

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**Wyoming**

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**APPENDIX F -**

**State Agencies  
Administering the  
STOP 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.

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**MARYLAND**

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**NEVADA**

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**NEW HAMPSHIRE**

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**NEW JERSEY**

Gregory W. Adkins, Assistant Commissioner  
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Affairs

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*Please direct all correspondence and questions about  
intergovernmental review to:*

Andrew J. Jaskolka  
State Review Process  
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CN 800, Room 813A  
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**NEW MEXICO**

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**NEW YORK**

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**NORTH CAROLINA**

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**APPENDIX G -**

**Letter of Intent**

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## Letter of Intent

Dear OJP:

I intend to apply for funds under the Domestic Violence Victims' Civil Legal Assistance Grant Program.

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_  
**City/State/ZIP:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**FAX:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

Please FAX to 202/305-2589 or use self-mailer on reverse side.

***TO:***

**Violence Against Women Grants Office  
Office of Justice Programs  
810 Seventh Street, N.W., Sixth Floor  
Washington, DC 20531**

**U.S. Department of Justice**  
Office of Justice Programs  
*Violence Against Women Grants Office*

*Washington, DC 20531*

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