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APPLICATION CHECKLIST

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

HAVE YOU INCLUDED:

- A signed copy of the *Application for Federal Assistance* (SF-424) (Appendix A)?
- A program narrative, including information on coordination with other related Federal projects?
- A completed *Budget Detail Worksheet* (Appendix D)?
- Letters of support or Memorandums of Understanding from nonprofit, nongovernmental victim services agencies, units of State or local government, individuals and organizations demonstrating support for the proposed project?
- A signed *Assurances* form (Form 4000/3) (Appendix B)?
- A signed *Certification Regarding Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements* form (Form 4061/6) (Appendix C)?
- A letter to the Assistant Attorney General of the Office of Justice Programs certifying that these funds will supplement and not supplant existing funds?

PLEASE REVIEW THE APPLICATION TO ENSURE THAT:

- ✓ All required forms are signed by the authorized official for the applicant agency (i.e., the person who is authorized to enter into contracts for the agency).
- ✓ The application is printed on only one side of 8 1/2 X 11 inch paper.

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

Violence Against Women Grants Office

Office of Justice Programs

810 7th Street, N.W.

6th Floor

Washington, D.C. 20531-0001

(202) 307-6026

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

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

Contents

Background	
Scope of Program	
Program Purposes	
Special Interest Categories	
Activities that May Compromise Victim Safety	
Eligibility for Funds	
Eligibility Table	
Availability of Funds	
Application Guidelines	
Application Contents	
Selection Criteria	
Review Process	
Administrative Requirements	
Reporting Requirements	
Appendix A	Standard Application Form and Sample
Appendix B	Assurances
Appendix C	Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-free Workplace Requirement
Appendix D	Budget Detail Worksheet and Sample Budget
Appendix E	Single Points of Contacts
Appendix F	State Agencies Administering the STOP Violence Against Women Formula Grants
Appendix G	State Agencies Administering the Byrne Formula Grants
Appendix H	Current Rural Domestic Violence and Child Victimization Enforcement Grant Recipients

I. Background

The Rural Domestic Violence and Child Victimization Enforcement Grant Program (42 U.S.C. § 13971) implements certain provisions of the Violence Against Women Act, which was enacted in September 1994 as Title IV of the Violent Crime Control and Law Enforcement Act of 1994. The primary purpose of the Rural Domestic Violence and Child Victimization Enforcement Grant Program (hereinafter referred to as the Rural Program) is to enhance the safety of abused women and children living in rural areas by creating or enhancing collaborative partnerships between criminal justice agencies, victim services providers and community organizations to respond to violent crimes committed against women and children, and to provide services to the victims of such violence.

The Rural Program provides financial assistance to States, Indian tribal governments, local governments of rural States, and other public or private entities of rural States. The Program reflects a firm commitment toward working to change the criminal justice system's response to violence that occurs when any woman is threatened or assaulted by someone with whom she has or has had an intimate relationship, or with whom she was previously acquainted. In addition, it reflects a growing understanding of the impact of domestic violence upon children and recognizes the need to enhance the response of rural communities to sexually and physically abused children.

Violence against women and children in our society is pervasive, as evidenced by the following statistics:

- ◆ Among all female murder victims in 1996, thirty percent were slain by husbands or boyfriends (“Crime in the United States,” 1996 Uniform Crime Reports, Washington, D.C.: U.S. Department of Justice, Federal Bureau of Investigation, September 28, 1997).
- ◆ The National Crime Victimization Survey indicates that there is little variation in the extent to which urban, suburban, and rural women experience violence by intimates (Bureau of Justice Statistics, “Violence Against Women: Estimates from the Redesigned National Crime Victimization Survey,” August 1995).
- ◆ In 1995, more than 1 million children were identified as victims of abuse or neglect. Nationwide, the rate of victimization of children was approximately 15 per 1,000 children younger than 18 years of age (U.S. Department of Health and Human Services, National Center on Child Abuse and Neglect, *Child Maltreatment 1995: Reports From the States to the National Child Abuse and Neglect Data System*, Washington, DC: U.S. Government Printing Office, 1997).

Rural battered women and children face challenges not encountered by women and children living in urban areas. The geographic isolation and stronger social and cultural pressures in rural

communities significantly compound the problems confronted by women and children in urban and suburban areas seeking to escape violence. The unique circumstances of rural communities complicate the ability of the criminal justice system to investigate and prosecute domestic violence and child victimization cases, and they present barriers that create difficulties for victim services providers to identify and assist abused women and children.

II. Scope of the Program

A. Program Purposes

The Rural Program provides a unique opportunity for law enforcement and prosecution agencies, the courts, non-governmental victim services agencies, community organizations, and businesses in rural communities to collaborate in creating protocols and strategies tailored specifically to rural populations. The goals of the Rural Domestic Violence and Child Victimization Enforcement Grant Program are to:

- ◆ Develop and implement policies, protocols, and services designed to promote the early identification, intervention, and prevention of domestic violence and child victimization;
- ◆ Increase victims' safety and access to services, such as shelter, counseling and advocacy;
- ◆ Enhance the investigation and prosecution of domestic violence and child abuse cases; and
- ◆ Develop and implement innovative, comprehensive strategies that draw on a rural jurisdiction's unique characteristics and resources to enhance community members' understanding of the phenomena of domestic violence and child victimization and work together to prevent such violence.

To accomplish these goals, the Program encourages rural and tribal justice practitioners to work in partnership with social services agencies, local service providers and community leaders to send a strong message that domestic violence and child victimization are serious criminal offenses that will not be tolerated, and that ending such violence is the responsibility of the entire community. The creation of partnerships that include nonprofit and governmental agencies, as well as local volunteer and membership organizations, will augment available resources and enhance the capacity of rural jurisdictions to respond to domestic violence and child victimization incidents.

B. Special Interest Categories

For Fiscal Year 1998, Congress appropriated \$25 million for the Rural Program. The Office of Justice Programs (OJP) is interested in funding States, Indian tribal governments, local governments of rural States, and other public or private entities in rural States that have implemented - or plan to implement - innovative and effective approaches to assist battered women and abused children living in rural jurisdictions. Although applications that address any of the statutory program areas outlined on page X are eligible for funding in Fiscal Year 1998, OJP is especially interested in supporting new projects or the continuation or expansion of currently funded rural projects that fall within the *special interest categories* described below.

The following list does not imply any ordering of priorities among categories.

1. Decreasing the Impact of Geographic Isolation on the Victim and on the Criminal Justice System to Enhance Victim Services.

OJP is interested in supporting projects that help connect rural battered women and children to the criminal justice system, legal assistance and social services. Abused women and children living in rural areas are often geographically isolated and therefore unable to easily access the services of law enforcement, victim services and the courts. Barriers that impede their ability to find refuge from abuse include: lack of access to telephones or 911 emergency communication systems; lack of public and private transportation; lack of shelter services in close proximity to the community in which they live; limited resources in rural law enforcement departments (one officer may be responsible for patrolling an entire county or hundreds of miles of reservation land); delayed response time of law enforcement authorities to victims in remote areas because of distance; limited times when orders of protection are issued at county courthouses, which may be many miles from a victim's residence; and periodic availability of prosecutors and judges who try and hear cases throughout the State.

Advocates and criminal justice professionals working with victims of domestic violence and child abuse in rural areas have been working creatively to address barriers caused by geographic isolation. Some innovative approaches include:

- ◆ setting up new - or coordinating with existing - toll-free crisis lines;
- ◆ implementing cellular phone programs for victims and advocates;
- ◆ creating satellite offices in more remote parts of service delivery areas;
- ◆ establishing a new shelter or a network of safe houses for battered women when existing shelters are not accessible or feasible;
- ◆ creating alternative safe places for victims when shelters are not available, such as churches, fire stations and police substations;
- ◆ creating transportation networks with law enforcement agencies, such as Highway Safety Divisions, to transport victims to safe houses and shelters;
- ◆ sending teams of law enforcement officers and victim advocates in response to domestic violence calls to provide additional support to victims; and
- ◆ connecting regional or statewide victim advocacy programs through technology (e.g., the Internet) to manage cases better and provide additional support to rural service providers.

In addition, new or enhanced partnerships among victim advocacy groups, the criminal justice system and community organizations or businesses can result in an increase in the number of individuals who can respond to domestic violence and child victimization, hence increasing the chances of a victim receiving the services she needs. Such efforts might include training or deputizing volunteers affiliated with local service organizations or businesses who have reasons to visit the homes of victims on a regular basis (e.g., salespersons, ministers or utility company employees), who can then connect victims to appropriate services.

2. Developing a Coordinated Community Response to Domestic Violence and Child Victimization.

To create a comprehensive, coordinated community response to violence against women and children, the whole community must be involved. Non-profit, non-governmental victim services agencies, law enforcement, prosecution, the judiciary, court administration and probation must work together to ensure that domestic violence and child victimization are treated as serious crimes. Social services, businesses and community service organizations also should be a part of the response. In addition, churches and religious organizations frequently play a very meaningful role in rural family life; family physicians, nurse-midwives, teachers, hairdressers and postal workers also may play more significant roles in rural communities, and therefore should be brought into the coordinated response. These entities and individuals can come together in rural jurisdictions to form coordinating councils to identify gaps in services and implement strategic approaches to addressing violence against women and children that build on the unique strengths of the community.

Training on domestic violence and child victimization is a vital part of implementing a coordinated community response to violence against women and children. Training should be presented to community organizations, health care providers, schools and businesses. Comprehensive training programs should be offered for criminal justice system professionals and victim advocates addressing how to keep victims safe while managing offender behavior through the coercive power of the criminal justice system. Police officers, prosecutors and judges must rethink their roles in dealing with these crimes. Training should demonstrate how professionals can work with victims and advocates to take a more proactive approach in managing offenders.

Although close relationships in rural areas, where everyone knows everyone else, can impede a victim from seeking or receiving services, they also offer the opportunity to create a strong community response to family violence. The community as a whole can demonstrate that domestic violence and child abuse will not be tolerated, sending a message to victims that there is help and letting batterers know that their behavior is unacceptable. Close relationships may lead battered women and abused children in rural areas to seek assistance from family members or friends rather than from the police, trained advocates, or service providers. Successful public awareness and education campaigns can promote a better understanding about domestic violence and child victimization in the community. In addition, they can increase awareness among victims about services and legal remedies available to them. If individuals understand the dynamics of domestic violence and child victimization and know how to appropriately intervene

(i.e., by contacting a local advocate or calling the police), victims and their families, friends and acquaintances will be better equipped to help stop the violence.

Public awareness and education campaigns for rural communities can be designed and implemented through partnerships between non-governmental victim services agencies and private, non-profit organizations; government agencies; businesses; churches; and community service organizations serving rural communities (e.g., the local Grange, Farm Bureaus, Girl Scout and Boy Scout troops, 4-H clubs, Cooperative Extension Services and other groups operating in collaboration with colleges and universities, YWCAs, the VFW, rural ministries, or tribal organizations). One rural program has created booklets for victims of domestic violence and the general public living in remote areas to increase awareness about available services, the dynamics of domestic violence and child victimization and crisis intervention skills. Another program has placed community education and outreach workers in each rural county around the State. The outreach workers travel from town to town, conducting education and awareness events for local churches, schools and community groups. Outreach workers can also serve as grassroots organizers in rural communities, forming coalitions to address violence against women and children and establishing emergency support networks for victims.

3. Implementation of Policies and Protocols to Enhance the Criminal Justice Response to Victims of Domestic Violence and Child Victimization.

OJP is interested in supporting community efforts to develop domestic violence and child abuse policies and protocols and tribal codes. Enhancing the safety of women and children in rural jurisdictions requires the proactive investigation and prosecution of incidents of domestic violence and child victimization. In rural and tribal communities, it is likely that responding law enforcement officers, prosecutors and judges know or are related to the perpetrator and/or victim. This familiarity may cause victims to fear that the case will not be handled confidentially, and that other community and/or family members will be informed of the incident. A close or long-term relationship with either the victim or offender may influence an officer's or prosecutor's judgement when he or she is considering the appropriate action to take in response to a domestic violence case.

In this regard, aggressive and thorough investigation and prosecution of domestic violence and child victimization cases are driven by policies and protocols that provide clear guidance to police officers and prosecutors handling these cases. The protocols must be designed to make optimum use of all available resources and facilities within the community, expanding the capacity of rural law enforcement agencies to respond to and investigate these crimes in a timely and consistent manner. To ensure the implementation of the protocols, sanctions should be in place for failure to enforce or follow the protocol. In addition, as cross-jurisdictional issues impact victims, uniform reporting forms or policies between county law enforcement agencies or between a county and a reservation can be developed. Specialized training for law enforcement officers, prosecutors and judges on the dynamics of domestic violence and on the implementation of the protocol is critical to ensure the safety of women and children and hold the batterer accountable.

Many Indian Nations with law enforcement authority do not have tribal codes defining domestic violence as criminal conduct. As a result, Indian women residing in communities without a domestic violence code frequently do not report incidents of domestic violence to law enforcement or tribal leadership because of the perception that nothing can be done legally to prevent future violent attacks. Tribal governments should consider developing domestic violence codes to clarify for criminal justice and social services professionals and victims how these cases should be handled.

4. Developing Partnerships Among Child Protection Workers, Victim Advocates and the Criminal Justice System.

While the correlation between child abuse and wife battering is becoming better understood, child welfare agencies and domestic violence services routinely function along parallel tracks with no coordination; at times, they are in conflict with each other. Historically, service providers have focused their efforts on protecting either a victimized child or an abused woman, rather than considering the family as a whole and recognizing that multiple members may be victims of violence. In the extreme, mothers whose children have been abused may be taken to court for failing to protect their children and lose custody of them with no investigation into whether the mothers themselves may have been battered.

In order to initiate and enhance coordination, OJP is interested in supporting programs that develop and enhance relationships among child protection agencies, victim advocacy organizations and the criminal justice system. Multidisciplinary training to educate family preservation practitioners and domestic violence advocates on the dynamics of domestic violence and child victimization is one approach that rural jurisdictions may wish to consider as part of a community-wide effort to address these crimes; placement of children's advocates in battered women's shelters to handle child abuse cases and act as a resource to shelter staff is another. Victim advocates and child protection workers can work in tandem, managing cases together to meet the needs of the whole family.

5. Serving Diverse and Traditionally Underserved Populations in Rural Communities.

Domestic violence is a crime that cuts across age, race, ethnicity, religion, sexual orientation, socioeconomic class, and able-bodiedness. Social, economic, linguistic and cultural considerations can dramatically affect abused women's access to the criminal justice system, hence her ability to find safety. Barriers exist that obstruct certain populations from accessing services, such as the lack of multi-lingual responding police officers and victim advocates, the fear of deportation by an immigrant victim and the absence of TTY phones or sign-language interpreters for deaf victims. Projects that will be considered in this category include, but are not limited to: developing outreach programs for diverse and traditionally underserved populations, such as older women, migrant farmworkers and communities of color; providing education to immigrant victims about the legal rights and remedies available to them; training criminal justice personnel so that they are sensitive to the needs of disabled survivors; adding bi-lingual advocates to victim services and criminal justice agency staff; and including representatives from diverse and traditionally underserved populations in coordinating councils

and other collaborative efforts to end violence against women and children. Projects supported in this category must be developed in partnership with representatives from the affected communities and tailored to respond to the needs of those specific communities.

6. Increasing Enforcement of Intra- and Interstate Protective Orders.

In an effort to stop the violence, victims of domestic violence often file for protection orders against their abusers. In addition, victims may find it necessary to cross state and/or tribal jurisdictional lines to seek safety from further abuse. Section 2265 of the Violence Against Women Act (Title IV, P.L. 103-322) provides in pertinent part that a civil protection order issued by the courts of one State or Indian tribe shall be accorded full faith and credit by the courts of another State or tribe, and be enforced as if it were the order of the court of the second State or tribe if the due process requirements of the issuing State or tribe were met. In other words, jurisdictions must uniformly enforce each other's protection orders. Under the Act, a victim may now seek enforcement of an out-of-state order in a new jurisdiction. She no longer is forced to wait for the abuse to recur in the new jurisdiction, nor does she need to be concerned if she cannot meet the requirements of the new State or tribe for issuance or enforcement of a protection order. The enforcing jurisdiction must accord full faith and credit to an order issued by another jurisdiction even though the victim would be otherwise ineligible for protection in the enforcing State or tribe.

OJP is interested in supporting projects that would develop and implement policies, protocols and practices designed to ensure vigorous enforcement of orders of protection, both within jurisdictions and across jurisdictional lines. Project activities may include providing judicial training, and holding regional meetings for several States and/or Indian tribal governments to identify barriers to enforcing full faith and credit provisions and strategies to overcome those barriers.

C. Activities that May Compromise Victim Safety

Ensuring victim safety is the guiding principle underlying the Rural Program. Experience has shown that certain practices compromise victim safety rather than enhance it. For example, forcing a battered woman to testify against her abusive partner may place her at greater risk of continuing or escalating violence. Some responses by the legal system may minimize or trivialize the offender's criminal behavior. Accordingly, consistent with the goals of assuring victim safety and holding perpetrators of domestic violence accountable, applicants are discouraged from proposing any of the activities listed below:

- ◆ Offering perpetrators the option of entering pre-trial diversion programs. Diversion programs and alternative dispositions can send a message to victims and perpetrators that partner abuse is a less serious crime than comparable crimes involving non-intimates. These programs also become problematic when they are of a relatively short duration, do not require that the offender's behavior be monitored regularly, or are used merely as a means of managing the docket rather than serving the interests of justice.

- ◆ Mediation or counseling for couples as a systemic response to domestic violence. Mediation and couples counseling imply that both parties are responsible for the violent behavior of the perpetrator or primary aggressor. It is wholly inappropriate to sanction the victim or hold her equally accountable for the offender's behavior. Furthermore, mediation requires two parties with equal power to voluntarily reach an agreement about the issue at hand. In abusive relationships, the power and control exercised by batterers over time leaves victims in a state of constant fear, dependency, and weakness. This power imbalance makes it nearly impossible for any agreement between the two parties to be voluntary.
- ◆ Batterer treatment programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior. Batterer re-education programs funded through the Rural Program must be part of a graduated range of sanctions that uses the coercive power of the criminal justice system to hold abusers accountable for their criminal actions and for changing their behavior. Above all, victim safety must be a priority; for that to occur, batterers must take responsibility and be accountable for their violence. Programs that focus only on controlling anger and impulses, managing emotions, developing communication skills and dealing with stress are not designed to hold batterers to this level of accountability.
- ◆ Procedures that would force battered women to testify against their abusers or impose other sanctions on them. When handling domestic violence cases, police officers' and prosecutors' decisions must be grounded in ensuring that the victim is safe. To that end, criminal justice professionals should work in close concert with victims to help guide decisions. While there are certainly instances in which prosecutors should proceed without the testimony of victims, battered women should always be consulted because they are the best judges of the dangerousness of their situation.

III. Eligibility for Funds

All States, Indian tribal governments, local governments of rural States, and public and private entities of rural States are eligible to apply for grants to address domestic violence and child victimization under this Program. *See* Violent Crime Control and Law Enforcement Act, § 40295, 42 U.S.C. § 13971 (1994).

For the purposes of this grant program, States are classified into two categories, rural States and non-rural States. The classification of a State as rural or non-rural determines the eligibility of local governments, and public or private entities within a State, to apply directly to the Office of Justice Programs for funds under this Program, and restricts the usage of program funds in non-rural States to rural jurisdictions. States may submit joint applications for projects that would be implemented in more than one State. For the purposes of this grant program, *Indian tribe* is defined as a tribe, band, pueblo, nation or other organized group or community of Indians, including an Alaska Native village (as defined in or established under the Alaska Native Claims

Settlement Act, 43 U.S.C 1601 et seq.), that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. Any applicant representing a consortium of tribal governments and/or organizations must submit a resolution from the constituent tribal governments and/or organizations supporting the application.

For the purposes of this grant program, a *rural State* is a State that has a population density of 52 or fewer persons per square mile or a State in which the largest county has fewer than 150,000 people, based on the decennial census of 1990 through fiscal year 1997. See Violent Crime Control and Law Enforcement Act § 40295(b) (1994) (codified at 42 U.S.C. § 13971); § 1501(b) of the Omnibus Crime Control and Safe Streets Act (1968) (codified, as amended, at 42 U.S.C. § 3796bb(b)). See the chart on page XX of this application kit for the 19 States classified as rural for the purposes of this Program.

In recognition of the unique circumstances of rural areas, public and private entities located in rural States are eligible to apply for funding and are especially encouraged to apply in partnership with nonprofit, non-governmental victim services agencies. Public and private entities may include 4-H clubs, the Farm Bureau, Cooperative Extension Services, the YWCA, the VFW, American Indian or Alaska Native organizations, churches, ecumenical organizations or other groups with visibility and established credibility within a community. Organizations or individuals who have regular contact with rural households (e.g., businesses, service organizations, social groups, the clergy, visiting nurses or doctors, nurse-midwives, veterinarians, or utility company employees) are also encouraged to collaborate with non-governmental victim services agencies and law enforcement to develop innovative approaches to enhance victim safety. Organizations affiliated with educational institutions that sponsor extra-curricular activities, such as parent-teacher associations, after-school programs, recreation programs or athletic leagues, also are eligible to apply.

Applicants within rural States that are eligible to apply for grants under this Program are the State government, local units of government, public entities, and private entities. These applicants located within rural states may apply directly to the Violence Against Women Grants Office in the Office of Justice Programs.

The only eligible applicant from a **non-rural State** is the State government. A non-rural State government may apply on behalf of one or more of its rural jurisdiction(s). If a State government elects to submit an application on behalf of more than one jurisdiction, the application must reflect a cohesive plan for addressing violence against women and children in the State's rural jurisdictions. The definition of a *rural jurisdiction* within a given State is determined by the respective State government, e.g., the State of Arizona defines *rural* as "places of less than 2,500" in population census figures. See 1990 Census of Population and Housing Guide, State of Arizona.

Eligibility Table. The following table identifies rural and non-rural States. It also outlines the types of entities that are

eligible to apply for grants through this Program.

Within These Rural States:	The Eligible Applicants Are:
Alaska, Arizona, Arkansas, Colorado Idaho, Iowa, Kansas, Maine, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Utah, Vermont, and Wyoming	1) The State 2) Local Governments 3) Public Entities 4) Private Entities
Within These Non-rural States:	The Eligible Applicant Is:
Alabama, American Samoa, California, Connecticut, Delaware, District of Columbia, Florida, Georgia, Guam, Hawaii, Illinois, Indiana, Kentucky, Louisiana, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, New Hampshire, New Jersey, New York, North Carolina, N. Mariana Islands, Ohio, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Tennessee, Texas, Virgin Islands, Virginia, Washington, West Virginia, and Wisconsin	1) The State, which may apply on behalf of one or more of its rural jurisdiction(s)
Within These Indian Tribal Governments:	The Eligible Applicants Are:
Federally Recognized American Indian and Alaska Native tribal governments	1) An individual tribal government 2) A consortium of tribal governments 3) A tribal government on behalf of a non-tribal government organization 4) Other organized community of Indians that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians

IV. Availability of Funds

Congress has appropriated \$25 million for the Rural Domestic Violence and Child Victimization Enforcement 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 eligible jurisdictions may apply. Applicants should carefully consider the resources needed to successfully implement the projects they propose. Budgets submitted should accurately reflect necessary expenditures related to implementing the proposed project in a cost-efficient manner.

C. Types of Applicants

In Fiscal Year 1998, OJP's Violence Against Women Grants Office will accept applications for the Rural Domestic Violence and Child Victimization Enforcement Grant Program from both *new applicants* and *current grantees*.

New Applicants

New applicants include any States, Indian tribal governments, local governments of rural States, and public and private entities of rural States that are not currently receiving funds through the Rural Program.

Current Grantees

Current grantees include States, Indian tribal governments, local governments of rural States, and public and private entities of rural States that received an award through the Rural Domestic Violence and Child Victimization Enforcement Grant Program in Fiscal Year 1996 or 1997 (for a list of current Rural Program grantees, please see Appendix H). Current grantees are eligible for continuation grants to support on-going grant activities for an extended period of time or for expansion grants to expand the scope of project activities.

V. Application Guidelines

Before beginning the application process, each potential applicant agency must determine whether it is eligible to apply to the Office of Justice Programs (OJP) for a grant through this Program. Please refer to the chart on **page xx** of this application kit to check whether the agency or organization you represent is eligible to apply directly to OJP or whether it must apply through a State agency.

An agency should consider submitting a proposal if it:

- ◆ Identifies a problem or issue that is consistent with the goals of this program or falls within one of the Special Interest Categories described on **pages x-x** of this application kit;

- ◆ Is committed to testing or demonstrating a collaborative approach to resolving the problem or issue, documenting the steps taken to implement the approach, and providing the necessary organizational resources to successfully carry out the project it is proposing;
- ◆ Is committed to working cooperatively with OJP-supported evaluators;
- ◆ Is committed to working closely with designated OJP technical assistance contractors (as a Special Condition of the grant award, grantees will be required to participate in technical assistance activities, including workshops, conferences, site consultations and or peer-to-peer consultations);
- ◆ Is committed to maintaining the program, if deemed successful, after grant funding terminates; and
- ◆ Is willing to share the results of the project with other jurisdictions that may be interested in initiating a similar approach.

Coordination with STOP Formula Grant Program and Other Federal Efforts

To ensure the consistency of State goals with respect to reducing violence against women, States are encouraged to administer this Program through the same agency that administers the STOP Violence Against Women Formula Grant funds, unless there is a compelling reason to place responsibility for rural programs with a different agency. **Applicants are required to submit a copy of the application to the State agency that administers the STOP Formula Grant Program.** In addition, applicants must indicate whether this project falls within the scope of the State's STOP and Byrne Formula Grant Statewide Strategies. Lists of STOP and Byrne State agencies can be found in Appendices F and G, respectively. Projects addressing child victimization are encouraged to coordinate with existing Department of Health and Human Services' Children's Justice Act programs, if applicable.

Rural Program Technical Assistance

Grant recipients will be required to identify advocates from local domestic violence programs, law enforcement officers, prosecutors, judges and other representatives from the criminal justice system to attend workshops and other technical assistance events sponsored by OJP-designated contractors.

How to Apply

Applicants must submit a fully executed application to the Violence Against Women Grants Office, Office of Justice Programs, 810 7th Street, NW, 6th Floor, Washington, D.C., 20531. **A signed original and two unbound copies are required.**

Applications submitted on behalf of a consortium of Indian tribal governments, joint applications from two or more State governments, or applications submitted by a State on behalf of one or more rural jurisdictions must fully describe the relationship among the tribal, local or State governments in the application. Also, one tribal government, local government or State must be designated as the payee that receives and disburses funds and supervises and coordinates grant activities.

VI. Application Content

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

1. ***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 16.589, and the title is Rural Domestic Violence and Child Victimization Enforcement Discretionary Grants Program (Block 10). The Federal cognizant 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.
2. **Summary Data Sheet** - On one page, please provide the following information about your program: whether you are a *new applicant* or *current grantee* of the Rural Program; if you are a current grantee, indicate whether you are applying for continuation and/or expansion funding; which of the Special Interest Categories your application addresses.
3. **Abstract** - A one-page summary describing the proposed project and how it would fit into the applicant's overall strategy to reduce rural domestic violence and child victimization should be prepared.
4. **Program Narrative** - The Program Narrative should be no longer than necessary but in no case should exceed 15 double-spaced, typed pages on 8 ½ x 11 inch paper. Margins must not be 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:
 - a. **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 the jurisdiction's needs and how the target population would benefit from the proposed project. In addition, applicants should briefly describe the communities in which the project would be implemented, including location, population, and other relevant demographic information. Applications from non-rural States (see the definition of rural State on page xx of this program

announcement) must identify the rural jurisdictions in which the project would be implemented.

- b. **What Will be Done (not to exceed eight 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. If applicable, the applicant also should identify the Special Interest Category/ies the project will address.

Current grantees should also describe how the additional funds would continue and/or enhance the existing project.

- c. **Who Will Implement the Project (not to exceed one page):** All applicants must identify the agency or office or groups of agencies or offices responsible for carrying out the Program. A description of the expertise or experience of key staff should be included. Position descriptions and resumes that are available should be appended to the application. This section also should describe how the agencies and organizations involved in the project would collaborate, specifying the collaborative relationship to be developed / enhanced among components of the criminal justice system, community practitioners, health care providers, child protection workers, and other community organizations or agencies. Applications submitted on behalf of a consortium of Indian tribal governments, or joint applications from two or more State governments, Indian tribal governments, units of local governments agencies or organizations, must fully describe the relationship among the parties involved.

Current grantees should also identify any new partners involved in project activities or in administering the grant.

- d. **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 procedures, technology, or services 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.

If available, *current grantees* are strongly encouraged to submit, as a brief appendix, data demonstrating the impact of the jurisdiction's current and prior efforts to combat violence against women. Specifically, OJP is seeking data that includes baseline information to illustrate the impact before and after

implementation of any strategies to address domestic violence.

- e. **The Products (not to exceed one page):** This section should describe the products that would be generated and how they could be used to assist other rural jurisdictions in addressing domestic violence and child victimization.

Current grantees should also describe the status of the project products described in the original application.

- f. **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. Applicants are required to provide the following information in the application:

1) a list of active Federal grant awards (from the Department of Justice or otherwise) already supporting this or related efforts¹, including the program/project title; the Federal grantor agency; the Federal award amount; and a very brief description of its purpose;

2) information on any pending application/s for Federal money for this or related efforts;

3) how these would be coordinated with the funding sought through this application; and

4) how the proposed project complements the State's STOP Violence Against Women Implementation Plan and Byrne Formula Grant Statewide Strategy (lists of STOP and Byrne State agencies are in Appendices F and G, respectively).

Note: Applications that do not fall within the scope of these Statewide strategies will not be disqualified from the review process.

¹Related efforts is defined for these purposes as for:

- the same purpose (i.e., the proposed award would supplement, expand, complement, or continue activities funded with other Federal grants);
- another phase or component of the same program/project (e.g. to implement a planning effort funded by other Federal monies, or to provide a substance abuse treatment or education component within a criminal justice project); and/or
- providing services of some kind (e.g., technical assistance, research, evaluation) to the program/project described in this application.

5. **Budget** - 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. **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 rates in excess of \$450 per day require prior approval by the Violence Against Women Grants Office. **All applicants must include a line item in their budgets allocating \$15,000 for key staff to attend OJP-sponsored meetings and OJP-recommended site consultations.** This amount should be included in the “*other*” category. A Budget Detail Worksheet has been included in Appendix D for your use. The budget should describe clearly:
 - a. the proposed amount and uses of grant funds over the grant period; and
 - b. how the amounts of the specific budget items were determined.
6. **Letters of Support or Documentation of Collaboration** - Letters of support or Memorandums of Understanding from non-governmental victim services agencies, units of State and local government, and individuals and organizations demonstrating cooperation with and support for the proposed project must be included as appendices.
7. *Assurances* (Form 4000/3) (Appendix B)
8. *Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements* (Form 4061/6) (Appendix C)
9. **Non-Supplantation Letter** - A letter certifying that no supplantation of non-Federal funds will take place should a grant award be made (see *Administrative Requirements - Grant Funds Must Supplement and Not Supplant*) must accompany the application.

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

VII. Selection Criteria

All applications for new, continuation and expansion grants will be rated on the basis of the criteria set forth below:

1. The application clearly demonstrates collaboration between nonprofit, nongovernmental victim services organizations (e.g., battered women’s shelters, advocacy groups and coalitions) where they exist, and representatives of law enforcement, prosecution, the

courts, probation, health care providers and other relevant community organizations, defining the roles and responsibilities each organization or agency will assume to ensure success of the proposed project.

2. The proposal addresses one or more of the Special Interest Categories outlined on **pages x - x of this solicitation.**
3. The application identifies a problem or issue that is consistent with the statutory purposes of the Rural Program.
4. The application clearly details the need for the project.
5. The soundness and innovativeness 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 and child abuse and would hold perpetrators accountable for their criminal behavior.
9. The applicant is willing to share the results of the project with other jurisdictions that may be interested in initiating a similar approach.

In addition to the criteria above, current Rural Program grantees applying for continuation or expansion grants must meet the following criteria:

1. The grantee has completed the original project goals and objectives according to the approved time line.
2. Past project activity has focused primarily on domestic violence, as defined by Section 2105 of the Violence Against Women Act, and child victimization, assuring the safety of domestic violence and child abuse victims and holding perpetrators accountable for their behavior.
3. The grantee has demonstrated maximum utilization of available resources and a willingness and ability to continue the project after grant funds are exhausted.
4. The grantee has made timely progress in development or completion of the project products.
5. The grantee has complied with the OMB audit requirement.

6. The grantee has adhered to programmatic and financial reporting requirements.

VIII. Review Process

OJP will establish panels of experts and practitioners to review these applications. Tribal applications will be reviewed by a panel of Native experts on domestic violence and child victimization. The panels will review the information provided in the application against the selection criteria for the program. The applications that demonstrate the greatest promise for impacting the manner in which domestic violence and child victimization are addressed in rural States and communities in the opinion of the panel will also be reviewed by OJP staff. Based on the panel recommendations and staff analyses of the applications, the Assistant Attorney General of the Office of Justice Programs will make the final funding decisions.

IX. Submission Requirements

An original and two unbound copies of the application must be received by the close of business (5:30 p.m. EST) on Friday, March 27, 1998. All envelopes containing applications should be marked APPLICATION and sent to:

**Violence Against Women Grants Office
Office of Justice Programs
6th Floor
810 7th Street, N.W.
Washington, D.C. 20531-0001**

Applicants are responsible for ensuring that their applications are **received** by the deadline. Applications not received by the Office of Justice Programs by 5:30 p.m. EST on Friday, March 27, 1998, will 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.

Contact

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.

Administrative Requirements for Applicants

General Requirements

Single Points of Contact Review: Executive Order 12372 requires applicants from State and

local government units 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 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.

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 CFR 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, gender, 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 of Civil Rights.

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.

Financial Requirements

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 a potential presence of supplanting, the applicant or grantee will be required to supply documentation demonstrating that the reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds. The nonsupplantation requirement applies only to State and local public agencies; it does not apply to nonprofit, nongovernmental victim services programs.

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**).

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.

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.

Reporting Requirements

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

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

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

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

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

APPLICATION FOR FEDERAL ASSISTANCE

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

5. APPLICANT INFORMATION

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

6. EMPLOYER IDENTIFICATION NUMBER (EIN): <table style="width:100%; border: none;"> <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: none; text-align: center;">-</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>			-								7. TYPE OF APPLICANT: (enter appropriate letter in box) <input type="checkbox"/> <table style="width:100%; border: none;"> <tr> <td style="width:50%;">A. State</td> <td style="width:50%;">H. Independent School Dist.</td> </tr> <tr> <td>B. County</td> <td>I. State Controlled Institution of Higher Learning</td> </tr> <tr> <td>C. Municipal</td> <td>J. Private University</td> </tr> <tr> <td>D. Township</td> <td>K. Indian Tribe</td> </tr> <tr> <td>E. Interstate</td> <td>L. Individual</td> </tr> <tr> <td>F. Intermunicipal</td> <td>M. Profit Organization</td> </tr> <tr> <td>G. Special District</td> <td>N. Other (Specify): _____</td> </tr> </table>	A. State	H. Independent School Dist.	B. County	I. State Controlled Institution of Higher Learning	C. Municipal	J. Private University	D. Township	K. Indian Tribe	E. Interstate	L. Individual	F. Intermunicipal	M. Profit Organization	G. Special District	N. Other (Specify): _____
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A. State	H. Independent School Dist.																								
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D. Township	K. Indian Tribe																								
E. Interstate	L. Individual																								
F. Intermunicipal	M. Profit Organization																								
G. Special District	N. Other (Specify): _____																								

8. TYPE OF APPLICATION: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es): <input type="checkbox"/> <input type="checkbox"/> A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration Other (specify): _____	9. NAME OF FEDERAL AGENCY:
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10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: <table style="width:100%; border: none;"> <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: none; text-align: center;">-</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> TITLE:			-					11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:
		-						
12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.):								

13. PROPOSED PROJECT: <table style="width:100%; border: none;"> <tr> <td style="border: 1px solid black; width: 50%; height: 20px;">Start Date</td> <td style="border: 1px solid black; width: 50%; height: 20px;">Ending Date</td> </tr> </table>	Start Date	Ending Date	14. CONGRESSIONAL DISTRICTS OF: <table style="width:100%; border: none;"> <tr> <td style="width:50%; border: none;">a. Applicant</td> <td style="width:50%; border: none;">b. Project</td> </tr> </table>	a. Applicant	b. Project
Start Date	Ending Date				
a. Applicant	b. Project				

15. ESTIMATED FUNDING:	16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?																					
<table style="width:100%; border: none;"> <tr> <td style="border: 1px solid black; width: 20%; height: 20px;">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; height: 20px;">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; height: 20px;">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; height: 20px;">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; height: 20px;">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; height: 20px;">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; height: 20px;">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	a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE _____ b. NO. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW
a. Federal	\$.00																				
b. Applicant	\$.00																				
c. State	\$.00																				
d. Local	\$.00																				
e. Other	\$.00																				
f. Program Income	\$.00																				
g. TOTAL	\$.00																				
	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes If "Yes," attach an explanation. <input type="checkbox"/> No																					

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

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

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

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

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

Appendix B - 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.

1. Type of Federal Action: <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	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
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4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known: _____	5. If Reporting Entity in No. 4 is Subawardee, enter Name and Address of Prime: Congressional District, if known: _____
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6. Federal Department/Agency: 	7. Federal Program Name/Description: CFDA Number, if applicable: _____
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8. Federal Action Number, if known: _____	9. Award Amount, if known: \$ _____
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10a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): _____	b. Individuals Performing Services (including address if different from No. 10a.) (last name, first name, MI): _____
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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.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____
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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
		TOTAL _____

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

Name/Position	Computation	Cost
		TOTAL _____
		Total Personnel & Fringe Benefits _____

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

Purpose of Travel	Location	Item	Computation	Cost
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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
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TOTAL _____

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

Supply Items	Computation	Cost
		TOTAL _____

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

Purpose	Description of Work	Cost
		TOTAL _____

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

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

Name of Consultant	Service Provided	Computation	Cost
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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
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Subtotal _____

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

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

Subtotal _____

TOTAL _____

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

Description	Computation	Cost
		TOTAL _____

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

Description	Computation	Cost
		TOTAL _____

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

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

*Sample Budget Detail
Worksheet*

Budget Detail Worksheet

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

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

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

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

TOTAL \$177,900

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

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

TOTAL \$48,964

Total Personnel & Fringe Benefits \$226,864

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

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

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

TOTAL \$7,920

D. Equipment - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Expendable items should be included either in the "supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
3 - 486 Computer w/CD ROM	(\$2,000 x 3)	\$6,000
Video Camera	\$1,000	\$1,000

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

TOTAL \$7,000

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

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

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

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

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

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

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

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

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

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

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

TOTAL \$111,900

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

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

SAMPLE

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

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

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

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

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

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

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 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
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Appendix H -

Current Rural Domestic Violence and Child Victimization Enforcement Grant Recipients

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Current Rural Domestic Violence and Child Victimization Enforcement Grant Recipients

**CURRENT RURAL DOMESTIC VIOLENCE AND CHILD VICTIMIZATION
ENFORCEMENT GRANT RECIPIENTS**

STATE	GRANTEE
ALASKA	State of Alaska- Council on Domestic Violence and Sexual Assault
	Alaska Legal Services Corporation
ARIZONA	State of Arizona - Division for Women
	Navajo Nation
ARKANSAS	Crisis Center for Battered Women
CALIFORNIA	Inter-Tribal Council of California, Inc.
	State of California - Office of Criminal Justice Planning
COLORADO	City of Woodland Park and County of Teller
DELAWARE	State of Delaware - Delaware Criminal Justice Council
FLORIDA	State of Florida - Governor's Task Force on Domestic and Sexual Violence
HAWAII	State of Hawaii - Department of the Attorney General
IDAHO	Bonner County Homeless Task Force
	Idaho Migrant Council, Inc.
	Twin Falls County
IOWA	Council on Sexual Assault and Domestic Violence Aid Center
KANSAS	Kansas Coalition Against Sexual and Domestic Violence
KENTUCKY	Kentucky Justice Cabinet
MAINE	Maine Department of Human Services
	Maine General Hospital
MASSACHUSETTS	Commonwealth of Massachusetts - Department of Public Health
MICHIGAN	Michigan Family Independence Agency
MISSISSIPPI	State of Mississippi - Division of Public Safety and Planning

MONTANA	Missoula County
	City of Bozeman
NEVADA	Mineral County Sheriff's Department
NEW HAMPSHIRE	State of New Hampshire - Department of Justice
NEW MEXICO	Albuquerque Area Indian Health Board
	Pueblo of Zuni
	Torrance County
NORTH CAROLINA	Eastern Band of Cherokee Indians
NORTH DAKOTA	North Dakota Council on Abused Women
OKLAHOMA	McCurtain County Education Co-op
OREGON	Reedsport Task Force on Alcohol, Drugs, and Youth
	Josephine County
SOUTH DAKOTA	Cheyenne River Sioux Nation
TEXAS	State of Texas - Office of the Governor
UTAH	City of Provo
VERMONT	State of Vermont - Center for Crime Victim Services
	Franklin County Sheriff's Department
	Women Helping Battered Women
WASHINGTON	Lower Elwa Klallam Tribe
	Makah Tribal Council
	State of Washington - Department of Community, Trade and Economic Development
WEST VIRGINIA	Criminal Justice and Highway Safety Division
WISCONSIN	State of Wisconsin - Wisconsin Office of Justice Assistance
WYOMING	Teton County Task Force