

OJP

Technical Assistance Program

**Fiscal Year 1998
Application Kit**

All Technical Assistance Applicants Must:

- Complete the *Application for Federal Assistance* (SF 424) found in Appendix A. This form must be signed by someone who has the authority to apply for and accept Federal grant funds on behalf of the legal applicant.
- Read and sign the *Assurances* found in Appendix B.
- Read and sign the *Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements* found in Appendix C.
- Submit a one-page abstract summarizing the proposed project.
- Include a program narrative not to exceed (10 pages, double-spaced).
- Provide a detailed budget and budget narrative.
- Submit, as an attachment, a comprehensive Memorandum of Understanding created and signed by an authorizing official from each of the organizations - specifically non-profit, non-governmental victim advocacy organizations and criminal justice organizations - that will collaborate to plan, develop and implement the proposed project.

Please send completed application and two unbound copies to:

**Violence Against Women Grants Office
Office of Justice Programs
6th Floor
810 Seventh Street, NW
Washington, DC
20531 (U.S. Mail)
20001 (Federal Express)**

Applications must be received by close of business (5:30 EST) July 10, 1998.

FOREWORD

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I. INTRODUCTION

The Violence Against Women Grants Office (VAWGO) was created within the Office of Justice Programs (OJP) to establish policy and administer the formula and discretionary grant programs authorized by the Violence Against Women Act of 1994 (VAWA). The passage of VAWA signaled a fundamental change in the way this country addresses sexual assault, domestic violence and stalking. In large part, the Violence Against Women Act was enacted to provide communities with the tools and resources necessary to improve and change the criminal justice system's response to violence against women. The resources provided through VAWA enable communities to vigorously enforce laws designed to protect women, as well as provide services through non-profit, non-governmental victim advocacy organizations in partnership with police departments, pre-trial service agencies, prosecutors' offices, the courts and probation and parole agencies - thereby creating a continuum of support for victims. This comprehensive, coordinated approach is intended to leverage the coercive power of the criminal justice system to enhance women's safety and to hold offenders accountable for the violent crimes they have committed. VAWA authorizes three major grant programs¹:

- ◆ ***STOP Violence Against Women Formula Grants*** are awarded to States and territories to develop and strengthen the criminal justice system's response to violence against women and to support and enhance services for victims. States are encouraged to develop and support local projects through subgrants to public and private agencies.
- ◆ ***Grants to Encourage Arrest Policies*** are awarded to States, tribal governments and units of local government to promote a coordinated community response to domestic violence as a serious violation of criminal law. The Program requires partnerships between non-profit, non-governmental victim advocacy organizations and agencies throughout the entire criminal justice system.
- ◆ ***Rural Domestic Violence and Child Victimization Enforcement Grants*** are designed to improve and increase services available to women and children by encouraging community involvement in developing a coordinated community response to domestic violence and child abuse.

Prior to passage of the Violence Against Women Act, a comprehensive national effort to address violence against women did not exist. In fact, four years after implementation of the Act, most States and communities are only beginning to adopt a system-wide, coordinated

¹ The VAWA also authorizes the ***STOP Violence Against Indian Women Discretionary Grant Program*** and the ***Domestic Violence Victims' Civil Legal Assistance Grants Program***. Technical assistance for these two programs will *not* be competed in Fiscal Year 1998.

response to such violence. Consequently, technical assistance to States and local jurisdictions plays a critical role in ensuring that Federal funds have the greatest possible impact on reducing and preventing sexual assault, domestic violence and stalking. Technical assistance is of particular importance to jurisdictions that are seeking to respond aggressively to violent crimes against women but are unfamiliar with how to develop and implement new strategies, policies, protocols and programs.

In Fiscal Year 1998, OJP's Violence Against Women Grants Office will fund a constellation of technical assistance projects to support the activities of its grantees. Through *cooperative agreements*, the Violence Against Women Grants Office will enter into partnerships with public and private organizations to facilitate local adaptation of promising practices that ensure victim safety and offender accountability. Through conferences, workshops, focus groups, site consultations, mentoring, and peer-to-peer consultations, grantees will learn from national experts and each other how best to develop and implement locally responsive programs that incorporate promising practices. In shaping their efforts, technical assistance providers will be required to actively solicit input from grantees to ensure that all efforts are responsive to the needs and concerns of States, tribal governments and local communities.

The primary purpose of the Violence Against Women Grants Office's Technical Assistance Program is to provide direct assistance to grantees and subgrantees to enhance the success of the projects and initiatives they are implementing with VAWA grant funds. In addition, OJP hopes to build the capacity of national criminal justice and victim advocacy organizations to respond effectively to sexual assault, domestic violence and stalking and to foster partnerships between organizations that have not traditionally worked together to address violence against women.

II. SCOPE OF PROGRAM

All technical assistance initiatives supported by OJP's Violence Against Women Grants Office must be developed as collaborative efforts between non-profit, non-governmental victim advocacy organizations and criminal justice or judicial organizations and/or other agencies. Proposed projects should be informed at every juncture by the experiences of survivors and victim advocates. Partnerships should be based on meaningful, formal, respectful collaboration that recognizes the distinct and different roles of each professional. Technical assistance initiatives supported by OJP's Violence Against Women Grants Office should be designed to reach a range of grantees, bringing victim advocates and criminal justice professionals together in ways that challenge them to consider different perspectives and new solutions to the complex problems they confront.

All technical assistance applications submitted to the Violence Against Women Grants Office should reflect an understanding of the positive, systemic, social and cultural change that is needed to stop violence against women. Applicants should clearly describe the intended impact of the proposed project and the strategies that would be used to bring about changes in communities and professionals working to reduce and prevent violence against women. In both design and delivery, all technical assistance efforts must include strategies for educating the intended audience about culturally appropriate responses that enhance the safety of women of all populations that compose the larger community.

Applicants proposing education programs should include a detailed discussion of the adult education methods that will be employed to promote new insight, knowledge, skills and abilities in the individuals they propose to work with. The Violence Against Women Grants Office encourages applicants to design interactive, experiential educational initiatives that seek to change values and attitudes that have traditionally prevented victim advocates and professionals in the criminal justice system from responding effectively to sexual assault, domestic violence and stalking.

Strategies that are encouraged include, but are not limited to:

- ◆ partnership and team-building opportunities for advocates and criminal justice professionals;
- ◆ small, topic-specific workshops and other interactive educational forums;
- ◆ invitational meetings to debate and discuss complex issues;
- ◆ peer-to-peer consultations;
- ◆ on-site consultations through which victim advocates and criminal justice professionals can learn from jurisdictions that have been successful in implementing promising practices;
- ◆ the development and dissemination of state-of-the art resource materials;
- ◆ site visits to provide individualized technical assistance tailored to specific needs;
- ◆ community-based, community-driven forums that identify community-specific responses

- ◆ to violence against women; and
- ◆ workshops to promote the development and implementation of promising practices and model policies and protocols.

In Fiscal Year 1998, the Violence Against Women Grants Office will support three separate technical assistance projects to respond exclusively to the needs of grantees funded through three respective grant programs:

- ◆ the STOP Violence Against Women Formula Grant Program
- ◆ the Rural Domestic Violence and Child Victimization Enforcement Grant Program
- ◆ the Grants to Encourage Arrest Policies Program

In addition, the Violence Against Women Grants Office will support technical assistance projects designed to provide professional development opportunities for victim advocates, prosecutors, law enforcement officers, judges and other criminal justice professionals from jurisdictions that are recipients of grants administered by the Violence Against Women Grants Office.

Support is also available for technical assistance projects which address issues of special interest to the Violence Against Women Grants Office and its grantees.

Specifically, applicants may apply to develop technical assistance projects in response to one or more of the following categories or subcategories²:

- ◆ STOP Violence Against Women Technical Assistance
- ◆ Rural Domestic Violence and Child Victimization Technical Assistance
- ◆ Grants to Encourage Arrest Policies Technical Assistance

- ◆ Professional Development
 - Capacity-Building for State Coalitions and Victim Advocacy Groups
 - Education and Resources for Prosecutors
 - Education and Resources for Law Enforcement Officers
 - Judicial Education
 - Other

- ◆ Technical Assistance on Issues of Special Interest
 - Intra-State and inter-State and tribal enforcement of protection orders;

² Applicants may apply in more than one of the technical assistance categories or subcategories described in this application kit but should submit *only one application* that encompasses all of the technical assistance proposed.

- Judicial oversight, graduated sanctions and intense supervision to enhance offender accountability and victim safety
- Community-driven initiatives to address violence against women among diverse populations
- Partnerships between the business community and the criminal justice system to enhance victim safety
- Community policing to prevent and reduce domestic violence
- Initiatives within police departments to address the problem of police officers who are perpetrators of domestic violence
- Collaboration between advocates for victims of domestic violence, child protection agencies and criminal justice agencies
- The development and implementation of coordinated initiatives to address incidents of stalking
- Other

A. STOP Violence Against Women Technical Assistance

The STOP Violence Against Women Formula Grants are awarded to States and territories to develop comprehensive, coordinated community responses to sexual assault, domestic violence and stalking. The STOP Program encourages States to develop and implement effective law enforcement and prosecution strategies and calls for the development and enhancement of victim services in cases involving violent crimes against women. In Fiscal Year 1998, the Violence Against Women Grants Office will support a technical assistance project focused exclusively on the needs of STOP grantees and subgrantees and developed in direct response to needs defined by the State administrators who manage the STOP Violence Against Women Formula Grants (see Appendix F) for the 56 States and Territories. Executive directors of State sexual assault coalitions (see Appendix G) and executive directors of State domestic violence coalitions (see Appendix H) should also be consulted.

Activities to be addressed by the project include, but are not limited to:

- ◆ at least one national meeting for STOP administrators;
- ◆ topical workshops or meetings to address subjects and issues identified as priorities by STOP administrators and executive directors of State sexual assault and domestic violence coalitions;
- ◆ site consultations (for STOP administrators and designated subgrantees) to jurisdictions that are successfully implementing promising practices;
- ◆ peer-to-peer consultations;
- ◆ telephonic technical assistance;
- ◆ workshops to build long-range, cross-disciplinary collaboration among victim advocates, State agencies administering STOP funds and all branches of the criminal justice system;
- ◆ workshops to highlight promising practices in victim advocacy and services, law

- ◆ enforcement, prosecution, the courts, pre-trial services, probation and parole;
- ◆ workshops on strategic planning and enhancement of State plans;
- ◆ workshops on Statewide coordination of VAWA grant funds, Victims of Crime Act funds and other Federal grant funds that serve victims of sexual assault, domestic violence and stalking;
- ◆ workshops on intra- and inter-State and tribal enforcement of protection orders;
- ◆ workshops on evaluation of State and local projects; and
- ◆ dissemination of promising practices and other resource materials through the mail and through OJP's Violence Against Women Resources site on the Internet at <http://www.ojp.usdoj.gov/vawgo>.

B. Rural Domestic Violence and Child Victimization Enforcement Technical Assistance

The Rural Domestic Violence and Child Victimization Enforcement Program focuses on the needs and unique characteristics of rural communities in addressing domestic violence and child victimization. The geographical and cultural features of the rural environment affect the ability of abused rural women and children to access the justice system and services. They also impede the ability of rural justice systems and agencies to provide essential services.

A major concern for rural programs is the isolation felt by victims, as well as service providers, law enforcement officers, prosecutors, judges and other criminal justice professionals who work in rural areas. Just as it is critical for victims to feel a sense of safety, advocates and the criminal justice professionals who respond to those victims need on-going assistance, support, resources and information.

In Fiscal Year 1998, the Violence Against Women Grants Office will support a single technical assistance project dedicated to meeting the exclusive needs of grantees from approximately 60 jurisdictions that will be recipients of Rural Domestic Violence and Child Victimization Enforcement Grants. Applicants should provide detailed information on how the proposed technical assistance project would assist rural grantees to overcome obstacles to achieving a consistent response among multiple victim service agencies, criminal justice agencies, the courts and social service agencies within geographically diverse jurisdictions.

Rural Program grantees work creatively, utilizing all available resources in their communities to address violence against women and children. Likewise, technical assistance provided to rural grantees must reflect the same creativity and ingenuity and should assist those jurisdictions 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;

- ◆ enhance the investigation and prosecution of domestic violence and child abuse cases;
- ◆ develop and implement innovative, comprehensive strategies that draw on a rural jurisdiction's unique characteristics and resources to enhance community members' understanding of domestic violence and child victimization; and
- ◆ develop community education and prevention strategies.

General topics for technical assistance on domestic violence and child victimization in rural jurisdictions that have been identified by grant recipients and experts in the field include:

- ◆ effective law enforcement and prosecution strategies for rural communities;
- ◆ effective strategies employed by the judiciary, the courts and probation in rural communities;
- ◆ alternative shelter services in rural areas;
- ◆ safety and liability issues for criminal justice professionals and victim advocates working in remote rural areas;
- ◆ intra- and inter-State and tribal enforcement of protection orders;
- ◆ the appropriate use of technology to minimize the effects of geographic isolation;
- ◆ specialized training for advocates and others working in remote rural areas;
- ◆ community-driven initiatives focused on the needs of diverse, frequently underserved victims of domestic violence;
- ◆ effective community education and public awareness campaigns; and
- ◆ effective collaboration between criminal justice agencies and victim advocacy programs.

Strategies that may be of assistance to rural grantees include, but are not limited to:

- ◆ workshops and other educational forums for teams of victim advocates, law enforcement officers, prosecutors, judges and others from jurisdictions that are recipients of Rural Domestic Violence and Child Victimization Enforcement Grants;
- ◆ peer-to-peer consultations;
- ◆ mentoring programs;
- ◆ on-site consultations; and
- ◆ telephonic consultations, E-mail consultations and access to resource materials and information through the mail and OJP's Violence Against Women Resources site on the Internet at <http://www.ojp.usdoj.gov/vawgo>.

C. Grants to Encourage Arrest Policies Technical Assistance

Grants to Encourage Arrest Policies support jurisdictions that are implementing mandatory or pro-arrest policies as an effective intervention that is part of a coordinated community response to domestic violence. The Program assumes that the arrest of a batterer will leverage the coercive and persuasive power of the criminal justice system to ensure victim safety and manage the behavior of abusive, violent offenders.

Jurisdictions receiving grant support must demonstrate, through a Memorandum of Understanding, that a plan for a comprehensive, system-wide, coordinated community response to domestic violence has been adopted and that there is a commitment to establishing or maintaining formal collaboration between non-profit, non-governmental domestic violence programs (e.g., local battered women's shelters, advocacy organizations, or domestic violence coalitions) and representatives from law enforcement, prosecution, the courts, probation and other criminal justice agencies.

In Fiscal Year 1998, the Violence Against Women Grants Office will support a single technical assistance project to support approximately 100 jurisdictions that will receive Grants to Encourage Arrest Policies. This initiative will provide comprehensive support to these jurisdictions as they work toward collaboration and a coordinated community response to the problem of domestic violence. A major priority of this technical assistance effort will be to bring teams of victim advocates, law enforcement officers, prosecutors, judges, probation officers and other criminal justice professionals together to seek and adopt effective strategies for collaboration, including advocacy-based and community-driven solutions. At a minimum, the Grants to Encourage Arrest Policies technical assistance initiative should address the following:

- ◆ building a coordinated community response to domestic violence;
- ◆ developing and maintaining formal, respectful collaboration between non-profit, non-governmental victim advocates and criminal justice professionals;
- ◆ developing standardized policies and protocols for effective responses to domestic violence within the criminal justice system and the community;
- ◆ developing methods, protocols and training for law enforcement to ensure the intra- and inter-State and tribal enforcement of protection orders;
- ◆ understanding victim advocacy and the role of governmental and non-governmental victim advocates and legal advocates;
- ◆ community-driven initiatives focused on the needs of diverse, frequently underserved victims of domestic violence;
- ◆ methods and strategies for creating systemic, cultural and individual change;
- ◆ effective law enforcement and prosecution strategies;
- ◆ methods for enhancing victim safety, safety planning and lethality assessment;
- ◆ community-driven support for women who are victims of domestic violence;
- ◆ community-driven sanctions for perpetrators of domestic violence;
- ◆ judicial oversight, sentencing and sanctions for men who batter;
- ◆ effective probation strategies and supervision of men who batter; and
- ◆ monitoring and evaluating progress and success.

Strategies that should be employed by the Grants to Encourage Arrest Policies technical assistance initiative include:

- ◆ workshops and other educational forums for teams of victim advocates, law enforcement

- officers, prosecutors, judges and others from jurisdictions that are recipients of Grants to Encourage Arrest Policies;
- ◆ peer-to-peer consultations;
 - ◆ mentoring programs;
 - ◆ on-site consultations to jurisdictions that have been successful in implementing promising practices; and
 - ◆ telephone consultations, E-mail consultations and access to resource materials and information through OJP's Violence Against Women Resources site on the Internet at <http://www.ojp.usdoj.gov/vawgo>.

D. Professional Development

The Violence Against Women Grants Office is interested in receiving technical assistance applications proposing education and professional development opportunities for victim advocates and all criminal justice professionals. Education initiatives that promote individual and professional development through experiential learning and other innovative teaching strategies are strongly encouraged and may include but are not limited to the following:

1. Capacity-Building for State Coalitions and Victim Advocacy Groups

A variety of innovative efforts to increase the capacity of victim advocacy groups, including State sexual assault and domestic violence coalitions, are sought to strengthen advocacy-based activities in States, tribes and communities. These efforts may include but are not limited to:

- ◆ multi-State or regional leadership development opportunities for victim advocates, including individuals who are relatively new to advocacy work, survivors and individuals representing communities of color and other traditionally underserved populations;
- ◆ meetings, workshops and resources to build the organizational capacity and enhance the organizational development of victim advocacy groups and victim service organizations;
- ◆ meetings, workshops and resources to build the organizational capacity of victim advocacy groups and victim service organizations, addressing issues that include personnel management, financial management, grant management and organizational development;
- ◆ workshops for victim advocates on conflict resolution and community collaboration;
- ◆ policy development workshops that would bring together victim advocates, State STOP administrators and representatives from State and local criminal justice agencies; and
- ◆ a national meeting of sexual assault experts and victim advocates to shape State and local strategies and to assist victim services and criminal justice agencies to establish long-range strategic plans to reduce sexual assault.

2. Education and Resources for Prosecutors

Prosecutors handling sexual assault, domestic violence and stalking cases need resources, guidance, education and training to assist them in navigating the complex dynamics that rule these cases. Educational opportunities and curricula for prosecutors should be developed and implemented by prosecutors and victim advocates alike and should be available to prosecutors from jurisdictions receiving support through grant programs administered by OJP's Violence Against Women Grants Office. Education programs for prosecutors should, at a minimum, address the following issues:

- ◆ the evolution of domestic violence, stalking and sexual assault law;
- ◆ effective law enforcement and prosecution strategies;
- ◆ promising practices;
- ◆ model protocols on effective management of sexual assault, domestic violence and stalking cases;
- ◆ innovative investigative techniques;
- ◆ the role of governmental and non-governmental advocates;
- ◆ unique evidentiary issues in drug-facilitated rape cases and effective evidence collection strategies;
- ◆ methods to enhance successful prosecution of nonstranger sexual assault cases;
- ◆ intra- and inter-State and tribal enforcement of protection orders;
- ◆ the tactics of men who batter and the dynamics of sex offender behavior; and
- ◆ judicial sanctions for batterers and sex offenders.

Educational forums addressing the issues listed above could not possibly reach all prosecutors. In addition, to such educational opportunities, there is therefore a need to create a central resource or response center to provide continual technical assistance to individuals prosecuting crimes of violence against women. Prosecutors preparing sexual assault, domestic violence and stalking cases need on-going access to resource materials and advocates and attorneys with expertise on emerging issues and state-of-the art practices for prosecuting crimes of violence against women. Technical assistance should be readily available to prosecutors through on-site consultations, telephone consultations, E-mail and resources made available through OJP's Violence Against Women Resources site on the Internet at <http://www.ojp.usdoj.gov/vawgo>.

The Violence Against Women Grants Office recognizes that State Attorneys General are in a unique position to enhance the criminal justice and community response to violence against women. Regardless of the extent of their prosecutorial authority, the position of Attorney General as the State's chief law enforcement officer provides a platform for him or her to promote effective law enforcement and prosecution strategies. Attorneys General can play a crucial role in fostering dialogue among representatives from law enforcement, prosecution, courts and victim advocacy organizations to promote a coordinated community response to prevent violence against women. The Violence Against Women Grants Office is interested in providing technical assistance opportunities and resources for Attorneys General and the staff who manage violence against women initiatives and monitor emerging issues in the field for

them. Technical assistance opportunities may include regional meetings, workshops or resource materials that address, but are not limited to, the following issues:

- ◆ intra- and inter-State and tribal enforcement of protection orders;
- ◆ the role of governmental and non-governmental advocates;
- ◆ collaboration between criminal justice agencies and non-governmental victim advocacy programs; and
- ◆ collaborative efforts to ensure the safety and well-being of victims of domestic violence who are non-abusive mothers and their children.

3. Education and Resources for Law Enforcement

Very few basic resources and opportunities exist for law enforcement officers who want to obtain a solid education on the effective and appropriate police response to crimes of sexual assault, domestic violence and stalking. In Fiscal Year 1998, the Violence Against Women Grants Office will support national and/or regional education programs for law enforcement officers from jurisdictions receiving support through grant programs administered by OJP's Violence Against Women Grants Office. Faculty should be comprised of victim advocates, law enforcement officers and other criminal justice professionals who have a demonstrated commitment to addressing violence against women. Education programs for law enforcement should, at a minimum, address the following issues:

- ◆ effective law enforcement and prosecution strategies for stranger and non-stranger sexual assault, domestic violence and stalking cases;
- ◆ promising practices, policies and protocols (e.g., dispatcher response, initial officer response, and the response of follow-up investigators and supervisors);
- ◆ pro-active policing and community policing to address domestic violence in neighborhoods;
- ◆ innovative investigative techniques;
- ◆ establishing probable cause and making arrest decisions in domestic violence cases;
- ◆ identification of the primary aggressor in domestic violence cases;
- ◆ unique evidentiary issues in drug-facilitated sexual assault cases;
- ◆ evidence collection in sexual assault cases where there is delayed reporting;
- ◆ police report writing;
- ◆ interrogating suspects, interviewing the victim and collecting evidence;
- ◆ the role of governmental and non-governmental victim advocates;
- ◆ intra- and inter-State and tribal enforcement of protection orders;
- ◆ safety planning and lethality assessment; and
- ◆ the tactics of men who batter and the dynamics of sex offender behavior.

Law enforcement officers also need access to this information through telephone consultations, on-site consultations, E-mail and resources made available to them through the Violence Against Women Grants Office Internet site.

4. Judicial Education

A coordinated community response to crimes of violence against women requires that the judiciary consider a more proactive role in managing offender behavior and enhancing victim safety. During Fiscal Year 1998, the Violence Against Women Grants Office will support judicial education initiatives that provide judges with basic information on the dynamics of sexual assault, domestic violence and stalking, challenging them to take an active and expanded role in a coordinated, system-wide response to violence against women. Through these educational initiatives, judges should receive the tools, skills and abilities to step beyond case processing and take a more direct role in managing the violent behavior of offenders to ensure victim safety. Judicial education in the areas of sexual assault, domestic violence and stalking should be enhanced or developed by representatives from judicial organizations and experts who understand the nature of these crimes. Educational opportunities and curricula for judges should address, at a minimum, the following issues:

- ◆ the complex dynamics associated with the crimes of sexual assault, domestic violence and stalking;
- ◆ pro-active judicial management of sexual assault, domestic violence and stalking cases to enhance victim safety and more effectively manage the violent behavior of offenders;
- ◆ the role of independent victim advocates in the courthouse;
- ◆ intra- and inter-State and tribal enforcement of protection orders;
- ◆ the tactics of men who batter and the dynamics of sex offender behavior;
- ◆ judicial sanctions, judicial oversight and sentencing in sexual assault, domestic violence and stalking cases; and
- ◆ judicial leadership development to reduce and prevent violence against women.

Strategies to consider in developing judicial education initiatives include workshops, peer-to-peer mentoring opportunities, on-site consultations, telephone and E-mail consultation and distribution of resource materials through the Violence Against Women Grants Office Internet site.

E. Technical Assistance on Issues of Special Interest

During Fiscal Year 1998, the Violence Against Women Grants Office is interested in supporting a variety of technical assistance efforts that address unique, often unmet, needs of grantees and subgrantees. Proposed projects should be designed to meet the needs of grantees from any of the Violence Against Women Grants Office Programs: the STOP Violence Against Women Formula Grants Program, the STOP Violence Against Indian Women Discretionary Grant Program, the Rural Domestic Violence and Child Victimization Enforcement Grant Program and the Grants to Encourage Arrest Policies Program. The following list does not imply any ordering of priorities among categories.

1. Intra- and Inter-State and tribal enforcement of protection orders

The Violence Against Women Grants Office has called for the implementation of new projects, or the expansion of existing efforts, that promote innovative, collaborative strategies for the inter- and intra-State and tribal enforcement of protection orders and the effective implementation of the full faith and credit provision of the Violence Against Women Act.

Prior to the enactment of the Violence Against Women Act, a woman who obtained a protection order from her home State or tribe often could not use that order as the basis for protection if she worked, traveled or moved to most other States or tribes. Under the Violence Against Women Act, a victim does not have to wait for abuse to occur in the new jurisdiction, nor does she have to meet the new jurisdiction's requirements concerning protection orders. A woman may now seek enforcement of the foreign order in a new jurisdiction.

Although there is no universal approach to the effective implementation of the full faith and credit provision of the Violence Against Women Act, State and tribal law enforcement agencies; courts; prosecutors; non-profit, non-governmental domestic violence programs; and private attorneys are encouraged to collaborate on efforts and strategies that bolster the enforcement of protection orders across jurisdictions.³ To support the development of these initiatives, the Violence Against Women Grants Office will support technical assistance efforts that include, but are not limited to:

- ◆ facilitation of regional full faith and credit workshops for relevant stakeholders;
- ◆ consultations by teams of victim advocates, technology experts and legal experts on the creation or expansion of State or regional protection order registries, the linkage of currently operating protection order registries throughout a State or region, or the modification of a currently operating protection order registry to be compatible with a state registry and/or the National Crime Information Center's (NCIC) Protection Order File;
- ◆ consultations or workshops with grantees on the development and adoption of uniform protection orders;
- ◆ workshops and on-site consultations to assist courts on the modification of existing systems to ensure their compatibility with a State protection order registry;
- ◆ specialized, cross-jurisdictional training for teams of judges, law enforcement officers, prosecutors, probation officials and victim advocates;
- ◆ consultations with States or local jurisdictions on the creation or enhancement of local, inter- or intra-State communication and case tracking systems that assist law

³ Any arrangements, equipment, facilities, and procedures used for the receipt, storage, interagency exchange or dissemination, and analysis of criminal intelligence information throughout the project must comply with 28 CFR Part 23, Criminal Intelligence Systems Operating Policies. To further enhance the cross-jurisdictional safety of domestic violence victims, during fiscal year 1998, the Violence Against Women Grants Office will require that all registries developed or enhanced with Grants to Encourage Arrest Policies be compatible with the National Crime Information Center (NCIC) Protection Order File.

enforcement in determining if there is an outstanding order of protection against an offender, whether the offender has previously been arrested for assaulting the victim or another woman, or if charges are pending against the perpetrator for prior alleged domestic violence; and

- ◆ consultations on the creation or enhancement of management information systems that provide law enforcement officers, prosecutors and judges with access to case information on prior arrests or convictions for domestic violence, prior issuance of protection orders, other matters involving the same family pending before the court, and the current availability of resources and services for the victim.

2. **Judicial oversight, graduated sanctions and intense supervision to enhance offender accountability and victim safety**

The Violence Against Women Grants Office has encouraged jurisdictions to develop initiatives that leverage the coercive and persuasive power of the criminal justice system, challenging the courts to take an active and expanded role in a coordinated, system-wide response to domestic violence. This initiative contemplates the creation or expansion of dedicated domestic violence courts guided by dedicated teams comprised of a presiding judge, a lead prosecutor, independent victim advocates, bail commissioners (and other pre-trial service personnel), and probation officers. Communities committed to simultaneously strengthening victim services, judicial management of domestic violence cases and sanctions for batterers will be eligible for support. It is contemplated that the following types of technical assistance will be needed to support such efforts:

- ◆ education for judges, other key court personnel and other criminal justice professionals on the tactics of men who batter and the dynamics of sex offender behavior, as well as the complex dynamics associated with the crimes of sexual assault, domestic violence and stalking;
- ◆ on-site assistance to promote collaboration between non-profit, non-governmental victim advocacy organizations, the courts, law enforcement and prosecution resulting in scheduled arraignment or first appearances of domestic violence offenders within 24 hours of arrest;
- ◆ on-site assistance to establish formal mechanisms among the judiciary, pre-trial services, probation and batterer intervention programs to maximize victim safety by adopting strategies for managing domestic violence offenders in ways consistent with similar crimes of serious assault;
- ◆ on-site assistance to courts in the creation of teams of prosecutors, independent victim advocates, pre-trial services personnel, and probation officers to review all domestic violence cases and make recommendations to presiding judges on appropriate interventions, sanctions and the crafting of effective protection orders;
- ◆ education programs for judges, court personnel and other criminal justice professionals on the essential role of independent victim advocates representing non-governmental agencies;

- ◆ education programs for judges on ways proactive judicial management can contribute to victim safety and offender accountability;
- ◆ on-site assistance to courts on the creation of advocacy centers in the courthouse to provide services to victims and advise judges on issues regarding victim safety and protection orders throughout the hours of court operation;
- ◆ on-site assistance to establish coordination among the judiciary, pre-trial services, probation, parole and local law enforcement to ensure victim notification of the pending release of a domestic violence offender;
- ◆ on-site assistance to court personnel on the creation of management information systems for the judiciary that accurately depict the criminal history of the defendant, the impact of violence on the victim and any children in the home, and the defendant's history of abusive behavior and substance abuse; and
- ◆ focus groups to identify graduated sanctions to be used with batterers and sex offenders throughout the pre-trial phase of a case and at the time of case disposition. These sanctions may include: frequent judicial oversight and court appearances; requirements that the offender enroll in a program that holds him accountable for his violent behavior, jail time for violation of a protection order, and supervised probation or appropriate sentences for offenders who violate protection orders or are re-arrested or re-convicted for domestic violence.

3. **Community-driven initiatives to address violence against women among diverse, populations**

Sexual assault, domestic violence and stalking are crimes that cuts across race, ethnicity, socioeconomic class, sexual orientation, religion and age. These crimes occur in rural and urban areas alike. They are not specific to any culture. Far too often perpetrators rely on power, privilege, cultural stereotypes and cultural relativism to justify their violent behavior, thereby avoiding community and legal sanctions.

As the population of the United States becomes more diverse, it is becoming increasingly clear that a standardized approach to violence against women has severe limitations. Access to services and support for abused women varies widely among various communities. Social, economic, linguistic and cultural considerations can dramatically affect abused women's access to the criminal justice system and their ability to ensure their safety. Solutions must be generated within the communities being served rather than being imposed on them from the outside. Programs should be developed in partnership with the affected communities and tailored to respond to the needs of the targeted community and incorporate the specific realities confronting each community. In addition, the creation of partnerships between sexual assault and domestic violence advocates who represent diverse groups, representatives from the criminal justice system and community leaders is essential in order to shift public opinion and assist in creating social and cultural change regarding violence against women.

To support jurisdictions that plan to implement community-driven initiatives, the

Violence Against Women Grants Office will enter into cooperative agreements with various technical assistance providers to build the capacity of communities to respond to the needs of diverse, traditionally underserved populations of women who are victims of sexual assault, domestic violence and stalking, specifically women of color, immigrant women, disabled women, women in same-sex relationships and elderly women. Technical assistance initiatives might include:

- ◆ on-site and peer-to-peer consultations that promote outreach on the part of sexual assault and domestic violence advocates to community leaders and organizations to obtain the support and expertise of individuals and groups outside the fields of sexual assault and domestic violence, including: leaders and members of churches and faith communities, members of service organizations, neighborhood associations and watch groups, community development organizations, organizations affiliated with public housing, labor unions, cultural groups and institutions, membership organizations, or local business leaders;
- ◆ partnerships with victim advocates to obtain advice and feedback from abused women on the development of policies, procedures or community initiatives that would have a direct impact on their lives;
- ◆ community forums and other community-based initiatives that address sexual assault, domestic violence and stalking, the unique needs of the community, and the multi-faceted issues facing the community that are directly related to crimes of violence against women;
- ◆ on-site assistance for communities that wish to assess the needs of women in the community to be served, including development of a strategic plan for the implementation of culturally appropriate interventions to sexual assault, domestic violence and stalking that addresses effective community sanctions for perpetrators and services, resources and protection mechanisms for victims; and
- ◆ on-site assistance to identify, develop and strengthen *community* sanctions for violence against women, creating strong links between community leaders and organizations and representatives from the criminal justice system.

4. **Partnerships between the business community and the criminal justice system to enhance the safety of women in the community**

Sexual assault, domestic violence and stalking are serious problems that affect the entire community. A victim may elude her abuser by moving to a shelter or an undisclosed location. However, if she is employed, the perpetrator can almost always find her if he knows where she works. Unfortunately, even the workplace can be an unsafe place for abused women.

There is a need for community-based projects that bring together multi-disciplinary teams composed of representatives from law enforcement, prosecution, sexual assault and domestic violence programs, owners of and chief executive officers of local businesses, corporate security organizations, employee assistance professionals, lawyers representing

corporations, human resource professionals and others to make businesses and business communities safer for women.

As communities adopt these approaches, they will need:

- ◆ on-site assistance to help businesses and communities to develop model protocols to ensure the safety of women, particularly victims of domestic violence, in the workplace;
- ◆ education programs that bring together victim advocates, criminal justice professionals and local business leaders to examine sex offender behavior, the tactics of stalkers and men who batter and the relationship between sexual assault, domestic violence and stalking and workplace violence;
- ◆ on-site technical assistance to establish formal linkages between businesses and community policing units to institutionalize problem-solving techniques that will lead to the prevention of violence against women in the workplace; and
- ◆ community forums that bring local business leaders, leaders from the criminal justice system and community members together to address violence against women in the workplace and in business communities.

5. Community policing to address violence against women

In their continuing attempts to find effective strategies to prevent and reduce domestic violence, many police departments are looking to innovative community policing approaches. Advocates for community policing and abused women agree that community policing to reduce and prevent violence against women must be a joint endeavor between law enforcement and victim advocates. Pro-active community policing methods redefine the role of police officers, encouraging stronger relations between police officers and the communities they serve and a more creative approach to solving crime. This emphasis on enhanced involvement on both sides fosters trust and communication to strengthen early identification and response to sexual assault, domestic violence and stalking. Through community policing programs, police departments can implement early intervention strategies and establish coordinated community responses to violence against women in partnership with advocates for abused women and non-profit, non-governmental victim advocacy organizations as well as other community organizations.

The Violence Against Women Grants Office is particularly interested in supporting local jurisdictions committed to the application of community policing to assist in overcoming violence against women and technical assistance initiatives that:

- ◆ promote stronger relationships and respectful partnerships between the police and advocates for victims as well as personnel from rape crisis centers, shelters and other non-profit, non-governmental victim advocacy organizations;
- ◆ support the police, advocates for abused women, community residents and representatives from other criminal justice agencies in collaborative efforts to develop innovative, more effective responses to sexual assault, domestic violence and stalking that will enhance the safety and quality of life for women in the community;
- ◆ develop and facilitate education programs for teams of victim advocates and community

policing officers and other community representatives on sexual assault, domestic violence and stalking and on the dynamics of sex offender behavior and the tactics of men who batter;

- ◆ develop education programs for teams of victim advocates, community policing officers and other community representatives on the principles and theories that guide community policing and on the application of problem-solving to sexual assault, domestic violence and stalking; and
- ◆ develop local initiatives in partnership with victim advocates that apply community policing strategies--particularly problem-solving--to reduce the incidence of violence against women, hold perpetrators accountable for their criminal behavior, break the cycle of violence and assist victims in their pursuit of safety, agency and autonomy.

6. Initiatives within police departments to address the problem of police officers who are perpetrators of domestic violence

Domestic violence occurs in virtually all segments of our society, including among police officers. The presence of domestic violence in the personal lives of police officers influences the way they respond to domestic violence incidents and undermines the credibility of the police department. The ability of departmental leadership to effectively enforce mandatory or pro-arrest laws and policies may suffer, along with their credibility. In response, some departments have adopted internal protocols and policies governing the appropriate departmental response to police officers who are perpetrators of violence against women. However, many jurisdictions have no such procedures in place. When responding to a domestic violence call involving a colleague, police officers will abandon written policy and look the other way. Law enforcement leaders acknowledge that this problem exists in the police community and are seeking ways to demonstrate through policy and actions that domestic violence is a crime that must be addressed swiftly and appropriately, even if the perpetrator is a fellow police officer. Because violence against women involving police officers affects the entire agency--and the entire community-- it is important that all officers, not just managers and supervisors, understand the tactics of men who batter and the complex dynamics of domestic violence so that they are equipped to take appropriate action.

The Violence Against Women Grants Office seeks to provide technical assistance to police departments that intend to develop and implement effective policies and protocols that present a clear plan of action in response to officers who commit domestic violence. Technical assistance to address this issue should include:

- ◆ assistance in developing and implementing protocol in police departments committed to adopting a zero tolerance policy for officers who commit domestic violence;
- ◆ on-site assistance to facilitate collaborative efforts with local advocates for abused women to establish formal departmental policy that addresses early intervention, an immediate response to domestic violence incidents that involve a police officer, post-incident, arrest and investigation procedures and, most importantly, victim safety and

- ◆ offender accountability;
- ◆ education programs for police departments on violence against women and the tactics of men who batter; and
- ◆ consultations between commanding officers in police departments and trained experts who have a thorough understanding of the dynamics of domestic violence and the tactics of men who batter, and substantial experience facilitating groups that hold men accountable for their violent behavior and working with other criminal justice professionals and independent advocates from local victim advocacy organizations.

7. Collaboration among advocates for victims of domestic violence, child protection agencies and criminal justice agencies

Systems dedicated to ensuring the safety of battered women and their children are currently fragmented and working at cross purposes. Because the impact of domestic violence on abused women and their children is a complex issue, there is a need for greater understanding and collaboration among advocates for victims of domestic violence and children, and representatives from domestic violence programs, child protection agencies and the criminal justice system. When a child witnesses his or her mother being seriously injured or even killed, not by a stranger, but by someone loved and trusted, the long-term affect can be devastating. In addition, children who grow up in violent homes may also be victims of abuse. The effects of domestic violence on children may be so dramatic that child protection workers and criminal justice professionals develop inappropriate, counterproductive anger towards women who are victims of domestic violence for failure to protect the children from exposure. Collaborative efforts to ensure the safety and well-being of all victims and that hold the violent person accountable are essential.

Technical assistance is needed to guide, advise and support local, collaborative efforts between child welfare and domestic violence constituencies. This assistance should include:

- ◆ consultation, education and guidance to the leadership in jurisdictions that wish to promote collaboration between advocates for victims of domestic violence and advocates for children;
- ◆ facilitation of local working groups comprised of advocates for women who are victims of domestic violence, advocates for children, representatives from domestic violence programs and child protection services, the judiciary and other court personnel to develop policies and protocols that aggressively intervene with perpetrators of domestic violence (even if they have no legal relationship to the child) and lead to the protection of children by increasing the safety, well-being, and autonomy of non-abusive mothers who are themselves victims of domestic violence;
- ◆ consultation on the revision or development of management information systems in the civil, family and criminal divisions of the courts and within social service agencies to more effectively track and identify men who are perpetrators of domestic violence;
- ◆ education and on-site consultation to legal advocates for victims of domestic violence

- ◆ who are required to appear in juvenile, family or civil court to address custody, visitation, supervised visitation, protection orders, child support and immigration issues; and inter-disciplinary education on the complexity of domestic violence, the co-occurrence of domestic violence and child abuse, and the impact of domestic violence on children who witness it for law enforcement officers, prosecutors, judges, court personnel, child advocates, guardian ad litem and others in the criminal justice and human services systems.

8. The development and implementation of coordinated initiatives to address incidents of stalking

Each year more than 1 million women are stalked. Almost 60 percent of these victims are stalked by some type of intimate partner--former or current spouse, former or current cohabiting partner, or current or former date or boyfriend. In addition, there is a strong link between stalking and domestic violence. Approximately 80 percent of women who are stalked by a current or former intimate report being physically assaulted by that stalker at some point in the relationship.

The Violence Against Women Grants Office is interested in providing technical assistance to jurisdictions that are committed to developing policies, protocols and initiatives to address stalking, including: aggressive case management and coordinated approaches requiring thorough investigations, early intervention, vigorous prosecution, frequent judicial oversight, and close supervision in stalking cases to reduce the risk of injury to the victim. At a minimum, technical assistance should be designed to:

- ◆ assist with the development of vertical case management systems within police departments and prosecutors' offices;
- ◆ educate victim advocates, police officers, prosecutors, and other criminal justice professionals on identifying and managing stalking cases; and
- ◆ assist in the design and creation of dedicated teams of police officers, prosecutors, court personnel, and parole and probation officers within existing domestic violence units to investigate, monitor, aggressively arrest and prosecute offenders for the crime of stalking; and
- ◆ identify promising practices being used in jurisdictions throughout the nation to prevent and reduce incidents of stalking in domestic violence cases.

III. APPLICATION GUIDELINES

A. Eligible Applicants

Eligible applicants are public or private, non-profit victim advocacy organizations, national criminal justice constituency organizations, judicial organizations or other agencies with expertise in the technical assistance categories or subcategories described in Section II of this application kit.

B. Collaboration

All technical assistance projects supported by the Violence Against Women Grants Office must be developed as collaborative efforts between non-profit, non-governmental victim advocacy organizations, national criminal justice constituency organizations, judicial organizations and/or other public and private agencies with expertise in sexual assault, domestic violence and stalking issues. Partnerships should be based on meaningful, formal, respectful collaboration as reflected by a Memorandum of Understanding that:

- ◆ provides a brief history of the collaborative relationship among the partners;
- ◆ specifies the extent of each party's participation in developing the application;
- ◆ clearly states the roles and responsibilities each organization would assume to ensure the success of the proposed project;
- ◆ identifies the individuals who would be responsible for planning, developing and implementing project activities and describes how they would work together to meet the proposed project goals;
- ◆ includes signatures from the executive director of each participating organization or agency, indicating approval of proposed project activities and proposed budget items; and
- ◆ describes the resources each partner would contribute to the project, either through time and in-kind contributions (for example, office space or project staff).

Please Note: Letters of support may *not* be submitted in lieu of the Memorandum of Understanding.

C. Coordination with Other OJP Bureaus, Program Offices and Other Federal Agencies

All applicants should specify additional funding that they currently have or for which they are applying from other Office of Justice Programs Bureaus or Program Offices. These are: the Bureau of Justice Assistance, the Bureau of Justice Statistics; the National Institute of Justice; the Office of Juvenile Justice and Delinquency Prevention; the Office for Victims of

Crime; the Corrections Program Office; the Drug Courts Program Office and the Executive Office of Weed and Seed. Applicants are also encouraged to provide information on related funding they may be receiving from the Department of Justice's Office of Community Oriented Policing Services and from Offices and Bureaus of other Federal Agencies.

D. Violence Against Women Resources Site on the Internet

Through a cooperative agreement, the Violence Against Women Grants Office plans to continue its online Violence Against Women Resources Site on the Internet at <http://www.ojp.usdoj.gov/vawgo>. Recipients of cooperative agreements that include the development of resource materials (e.g., curricula, manuals, model policies or promising practices) must agree to provide written products in formats that can be loaded onto this Internet site. Recipients will be required to work with a contractor charged with managing the site for the Violence Against Women Grants Office to ensure that materials developed through cooperative agreements are accessible on the Internet.

E. Coordination with Other Designated Technical Assistance Contractors

Recipients of cooperative agreements must agree to work cooperatively with other technical assistance contractors as designated by the Violence Against Women Grants Office. In addition, technical assistance providers will be required to work with a sole source contractor, the Center for Public Policy, which will provide essential support services necessary for effective and coordinated technical assistance to the field. The Center for Public Policy will:

- ◆ convene meetings of all technical assistance providers to exchange ideas and information regarding their various project activities;
- ◆ create a means for technical assistance providers to learn more about one another's activities to avoid duplication of effort, overuse of particular consultants or faculty, and foster collaborative efforts and learning opportunities;
- ◆ work individually with technical assistance providers to identify their preferences for hotels and conference centers and additional meeting planning and on-site support needs;
- ◆ work with a designated travel agent to identify destinations centrally located for technical assistance events and assist technical assistance providers in scheduling timely and cost-effective travel arrangements for all participants attending technical assistance events sponsored by the Violence Against Women Grants Office;
- ◆ identify suitable hotels and conference centers;
- ◆ negotiate agreements with hotels and conference centers for lodging, meeting rooms, meals, audio-visual support and other needs;
- ◆ establish the number, size, timing and desired location of all events sponsored by Violence Against Women Grants Office technical assistance providers;
- ◆ centralize the process for scheduling of technical assistance events so that both

- ◆ participants and faculty have sufficient notice;
create a master calendar of events to avoid scheduling conflicts and an appropriate amount of time between technical assistance events sponsored by the Violence Against Women Grants Office.

F. Award Amounts

In Fiscal Year 1998, the Violence Against Women Grants Office has \$9 million available to support the broad range of technical assistance activities described in this application kit. There is no specific amount for which eligible organizations may apply. Applicants should carefully consider the resources needed to implement the proposed technical assistance project and present a realistic budget that reflects the costs involved.

G. Length of Award Periods

Award periods for technical assistance cooperative agreements are for 18 months.

IV. SELECTION CRITERIA

All applications will be rated on the basis of the criteria set forth below.

- ◆ The application demonstrates, through a *Memorandum of Understanding*, a commitment to establishing or maintaining formal, respectful collaboration between nonprofit, nongovernmental victim advocacy organizations and criminal justice or judicial organizations representing law enforcement, prosecution, the courts, probation or other criminal justice or judicial organizations.
- ◆ The proposed project demonstrates meaningful attention to victim safety and offender accountability.
- ◆ The application clearly describes the grantees, jurisdictions, communities or constituents to be served--including diverse, traditionally underserved populations of women who are victims of sexual assault, domestic violence or stalking (e.g., women of color, immigrant women, disabled women, women in same-sex relationships and the elderly).
- ◆ The application clearly describes the proposed impact of the project.
- ◆ The application clearly describes the methods, techniques or educational approaches that would be used to foster professional development and cultural change.
- ◆ The soundness of the planning, development and implementation strategy, organizational and staff capability and general time line are clearly described.
- ◆ The budget is reasonable, as it relates to proposed project activities.

V. APPLICATION CONTENT

A fully executed application, for the purpose of this Program, must include each of the sections described below. Apart from the Attachments specifically requested in this application or by the Office of Justice Programs, no other Attachments, including letters of support, will be considered by the reviewers. All applicants to the Violence Against Women Grants Office Technical Assistance Program should submit *only one applicaton* regardless of the number of technical assistance categories or subcategories the project would address.

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

For purposes of the SF-424, please list the Employer Identification Number (EIN) of the organization applying for the grant. The Federal cognizant audit agency and fiscal year of the applicant organization should be listed in Block 11 of the form. Block 18 must be signed by the chief executive officer of the organization applying for funds.

B. Summary Data Sheet

On one page, please provide the following information about your proposed project:

1. Legal name of applicant;
2. The name, address, phone number, fax number, and E-mail address of the Project Director or the primary person to be contacted on matters involving the application;
3. The technical assistance categories or sub-categories outlined in Section II of this application kit that the application addresses:
 - ◆ STOP Violence Against Women Technical Assistance
 - ◆ Rural Domestic Violence and Child Victimization Enforcement Technical Assistance
 - ◆ Grants to Encourage Arrest Policies Technical Assistance

 - ◆ Professional Development
 - Capacity-Building for State Coalitions and Victim Advocacy Groups
 - Education and Resources for Prosecutors
 - Education and Resources for Law Enforcement
 - Judicial Education
 - Other

 - ◆ Technical Assistance on Issues of Special Interest

- Intra- and inter-State and tribal enforcement of protection orders
 - Judicial oversight, graduated sanctions and intense supervision to enhance offender accountability and victim safety
 - Community-driven initiatives to address violence against women among diverse populations
 - Partnerships between the business community and the criminal justice system to enhance victim safety
 - Community policing to prevent and reduce domestic violence
 - Initiatives within police departments to address the problem of police officers who are perpetrators of domestic violence
 - Collaboration between advocates for victims of domestic violence, child protection agencies and criminal justice agencies
 - The development and implementation of coordinated initiatives to address incidents of stalking occurring in a domestic violence context
 - Other
4. Other grants or cooperative agreements you are currently administering or have applied for from other OJP Bureaus or Program Offices, the Office of Community Oriented Policing Services or other Federal agencies.

C. Abstract

Please provide a one-page summary describing the proposed technical assistance project.

D. Program Narrative

The application should be no longer than necessary but in no case should exceed **10** 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:

1. **Project Objectives:** The applicant should include a clear, concise statement of what the proposed project would accomplish.
2. **Need for the Project:** The applicant should discuss the particular population to be served by the project and state why existing technical assistance projects, educational programs, services or materials do not meet specific needs. The applicant should further specify how the intended audience would benefit from the proposed project and reference the applicant's ability to meet the need the application addresses.

3. **What Will be Done:** All applicants should submit a statement describing how the proposed project would assist the intended audience in addressing the identified need. The process project partners (victim advocates, representatives from the criminal justice system or the courts) would employ to address critical issues during the planning phase of the project should be described (e.g., advisory groups, planning committees or joint staffing of the project), as well as the ways the partnership would function throughout the implementation phase of the project. Applicants should also outline the specific tasks to be performed and the time line for their completion.
4. **Who Will Implement the Project:** All applicants must identify the organizations responsible for carrying out the proposed project in a signed Memorandum of Understanding to be submitted as an attachment to the application. The individuals who will be involved in developing and implementing the project should be identified, and their respective roles and responsibilities should be specified. A description of the expertise or experience of key staff should be included in the Program Narrative or the Memorandum of Understanding. Position descriptions and resumes may also be included as attachments to the application.

Applications submitted on behalf of a consortium must designate a single organization to receive and administer grant funds and manage and coordinate all grant activities.

5. **How Success Will be Measured:** In this section, applicants should describe the criteria that would be used to monitor or evaluate the project's effectiveness. The evaluation process should be designed to provide the technical assistance provider with ongoing or periodic feedback from grantees on the effectiveness of various forms of technical assistance (e.g., on-site consultations, educational programs, telephone consultations, mentoring or distribution of resource materials) so that necessary changes or adjustments could be made to improve delivery of services.
6. **The Products:** This section should describe the resource materials, curricula or other products that would be generated and how they would be used to assist the intended audience of the project.
7. **Related projects:** All applicants are requested to provide information in their applications on:
 - ◆ active Federal grant awards from OJP Bureaus or Program Offices, the Office of Community Oriented Policing Services or other Federal agencies already supporting this, or related, efforts;

- ◆ information on any pending application/s for Federal money for this or related efforts; and
- ◆ how these would be coordinated with the funding sought through this application. For each, the program/project title; the Federal grantor agency; the Federal award amount; and a very brief description of its purpose must be included.

This information is requested to encourage better coordination among Federal agencies in addressing State and local needs.

Related projects is defined for these purposes as:

- ◆ 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 (for example, 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); or
- ◆ providing services of some kind (e.g., technical assistance, research, evaluation) to the program/project described in the application.

E. Budget

Each application must include a detailed budget and budget narrative. The project 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 and it should cover the cost of all components of the project. There must be a clear link between the proposed activities and the proposed budget items. The budget must include compensation for services rendered by all partners, including non-profit, non-governmental victim advocacy organizations. Match is not required for this grant program, however 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. Consultant rates in excess of \$450 per day require prior approval by the Violence Against Women Grants Office. A Budget Detail Worksheet is included in this Application Kit as Appendix D.

The budget should describe clearly:

- ◆ The proposed amount and uses of grant funds over the grant period.
- ◆ A description of any proposed in-kind or cash contributions to the project.

- ◆ An explanation of how the amounts of the specific budget items were determined.

Applicants should include in their budget narratives detailed justification for all items budgeted. Furthermore, applicants must provide assurances that these items will be used primarily to achieve the goals and objectives of this project.

In order to maximize the allocation of scarce technical assistance funds, OJP's Violence Against Women Grants Office may eliminate budget items that do not reflect current priorities.

Please Note: States, tribal governments, units of local government or other entities that are recipients of grants through the Rural Domestic Violence and Child Victimization Enforcement Program and the Grants to Encourage Arrest Policies are required to include funds in their respective budgets for travel and per diem and other costs necessary to obtain mandatory technical assistance by designated OJP contractors (i.e., technical assistance providers who have cooperative agreements with the Violence Against Women Grants Office). Technical assistance applicants should take this into consideration in preparing project budgets.

In addition, although the Center for Effective Public Policy will provide logistical support to technical assistance providers, the Center's contract will not cover the travel, meal or meeting room or hotel costs associated with activities or events sponsored by technical assistance providers. These expenses should be reflected in the respective project budgets and budget narratives.

F. Memorandum of Understanding

Each application must include a Memorandum of Understanding developed by all non-profit, non-governmental victim advocacy organizations, national criminal justice constituency organizations, judicial organizations or other agencies entering into a partnership. The Memorandum of Understanding must:

- ◆ provide a brief history of the collaborative relationship among the partners;
- ◆ specify the extent of each party's participation in developing the application;
- ◆ clearly state the roles and responsibilities each organization would assume to ensure the success of the proposed project;
- ◆ identify the individuals who would be responsible for planning, developing and implementing project activities and describe how they would work together to meet project goals;
- ◆ include signatures from the executive director of each participating organization, indicating approval of proposed project activities and proposed budget items; and
- ◆ describe the resources each partner would contribute to the project, either through time or in-kind contributions (for example, office space or project staff);

The Memorandum of Understanding must be signed by the chief executive of each of the participating agencies. Letters of support may *not* be submitted in lieu of the Memorandum of Understanding.

G. Assurances

All applicants must complete Form 4000/3 in Appendix B of this Application Kit. This form must be signed by a duly authorized government official.

H. Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements

All applicants must complete Form 4061/6 found in Appendix C of this Application Kit. This form must be signed by a duly authorized government official.

I. Non-Supplantation Letter

A written certification that Federal funds will not be used to supplant State or local funds must be provided in the form of a letter to the Assistant Attorney General of the Office of Justice Programs from the applicant's authorizing official. Federal funds must be used to supplement existing funds for program activities and not replace those funds which have been appropriated for the same purpose. Potential supplanting will be the subject of application review, as well as pre-award review, post-award monitoring and audit. If there is a potential presence of supplanting, the applicant or grantee will be required to supply documentation demonstrating that the reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of Federal funds. The nonsupplantation requirement does not apply to non-profit, non-governmental or commercial organizations.

VIII. ADMINISTRATIVE REQUIREMENTS FOR ALL APPLICANTS

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

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

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 of 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.

B. Financial Requirements for All Applicants

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 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 similar program, 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**).

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

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

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.

C. Reporting Requirements

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

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 full quarter the award is active. The Office of the Comptroller will provide a copy of this form in the initial award package and also send a copy of the form to the grantee at the end of each calendar quarter.

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

VII. HOW TO APPLY

Applicants are encouraged to send non-binding letters of intent to OJP's Violence Against Women Grants Office by June 26, 1998. This will help the Grants Office plan for the application review process. **Letters of intent only** should be sent by fax to (202) 305-2589. Applications **will not** be accepted by fax.

Please send a signed original and two unbound copies of your application and attachments to the Violence Against Women Grants Office. These materials *must* be received by close of business (5:30 p.m. EST) on July 10, 1998. All envelopes containing applications should be marked **APPLICATION** and addressed to:

**Violence Against Women Grants Office
Office of Justice Programs
6th Floor
810 Seventh Street, NW
Washington, D.C.
20531(U.S. Mail)
20001 (Federal Express)**

Applicants are responsible for ensuring that their applications are received by the specified deadline. Applications not received by the Office of Justice Programs by **5:30 p.m. on July 10, 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.

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

APPENDICES

APPENDIX A -

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

APPLICATION FOR FEDERAL ASSISTANCE

		2. DATE SUBMITTED	Applicant Identifier
1. TYPE OF SUBMISSION: <i>Application</i> <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		3. DATE RECEIVED BY STATE	State Application Identifier
		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
5. APPLICANT INFORMATION			
Legal Name:		Organizational Unit:	
Address (give city, county, state, and zip code):		Name and telephone number of the person to be contacted on matters involving this application (give area code)	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): [] [] - [] [] [] [] [] [] [] []		7. TYPE OF APPLICANT: (enter appropriate letter in box) <input type="checkbox"/>	
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): _____		A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District	
		H. Independent School Dist. I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify): _____	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: [] [] [] [] [] [] [] []		9. NAME OF FEDERAL AGENCY:	
11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:		12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.):	
13. PROPOSED PROJECT: Start Date Ending Date		14. CONGRESSIONAL DISTRICTS OF: a. Applicant b. Project	
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$.00	a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE _____ b. NO. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
b. Applicant	\$.00		
c. State	\$.00		
d. Local	\$.00		
e. Other	\$.00		
f. Program Income	\$.00		
g. TOTAL	\$.00	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
(Form 4000/3)**

ASSURANCES

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

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

Signature

Date

APPENDIX C -

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



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

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

1. LOBBYING

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

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

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

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

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

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

A. The applicant certifies that it and its principals:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

APPENDIX D -

**Budget Detail
Worksheet and
Sample Budget**

Budget Detail Worksheet

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

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

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

TOTAL _____

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

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

TOTAL _____

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

Supply Items	Computation	Cost
--------------	-------------	------

TOTAL _____

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

Purpose	Description of Work	Cost
---------	---------------------	------

TOTAL _____

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

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

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

Subtotal _____

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

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

Subtotal _____

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

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, and 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 _____

APPENDIX E -

**Single Points of
Contact**

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
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APPENDIX F -

**State Agencies
Administering the
STOP Violence Against
Women Formula
Grants**

INTERGOVERNMENTAL REVIEW PROCESS

Executive Order 12372 requires applicants from State and local units of government or other organizations providing service within a State to submit a copy of the application to the State Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the State. You must contact your State SPOC to find out if this program has been selected for review by your State.

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

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

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APPENDIX G

State Sexual Assault Coalitions

SEXUAL ASSAULT COALITIONS

STATE	ADDRESS	CONTACT NUMBER
ALABAMA	Alabama Coalition Against Rape P.O. Box 4091 Montgomery, A: 36102-4091	Office: (334) 286-5980 Fax: (334) 286-5993
ALASKA	Alaska Network on Domestic Violence and Sexual Assault 130 Seward Street, Suite 501 Juneau, AK 99801	Office : (907)586-3650 Fax: (907) 463-4493
ARKANSAS	Arkansas Coalition Against Violence to Women and Children 523 Louisiana, suite 230 Little Rock, AR 72201	Office : (501) 399-9485 or (800) 269-4668 Fax: (501) 663-1699
CALIFORNIA	California Coalition Against Sexual Assault Rape Prevention Resource Center 1611 Telegraph Avenue, Suite 1515 Oakland, CA 94612	Office: (510) 839-8825 Fax: (510) 839-3110
COLORADO	Colorado Coalition Against Sexual Assault (CCASA) P.O. Box 18663 Denver, CO 80218	Office : (303) 861-7033 Fax: (303) 832-7067
CONNECTICUT	Connecticut Sexual Assault Crisis Services, Inc. (CONNSACS) 110 Connecticut Blvd. East Hartford, CT 06108	Office: (860) 282-9881 Fax: (860) 291-9335
FLORIDA	Florida Council of Sexual Abuse Services, Inc. 410 Office Plaza Drive Tallahassee, FL 32301	Office: (850) 671-5150 Fax: (502) 226-2725

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HAWAII	Hawaii State Coalition Against Sexual Assault 1164 Bishop Street, Suite 124 Honolulu, HI 96813	Office (808) 595-0174 Fax: (808) 595-0182
IDAHO	Idaho Coalition Against Sexual & Domestic Violence 200 North Fourth Street, Suite 10 Boise, ID 83702	Office: (208) 384-0419 Fax: (208) 331-0687
ILLINOIS	Illinois Coalition Against Sexual Assault (ICASA) 123 S. 7th Street, Suite 500 Springfield, IL 62701-1302	Office : (217) 753-4117 Fax: (217) 753-8229
INDIANA	Indiana Coalition Against Sexual Assault (INCASA) 2511 E. 46th St., Suite N-3 Indianapolis, IN 46205	Office: (317) 568-4001 Fax: (317) 568-4045
IOWA	Iowa Coalition Against Sexual assault (Iowa CASA) 2603 Bell Street, Suite 102 Des Moines, IA 50321-1120	Office: (515) 244-7424 Fax: (515) 244-7417
KANSAS	Kansas Coalition Against Sexual and Domestic Violence (KCSDV) 820 SE Quincy, Suite 4168 Topeka, KS 66612	Office: (913) 232-9784 Fax: (913) 232-9937
KENTUCKY	Kentucky Association of Sexual Assault Programs, Inc. P.O. Box 602 Frankfort, KY 40602-0602	Office: (502) 226-2704 Fax: (502) 226-2725

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MASSACHUSETTS	Massachusetts Coalition Against Sexual assault 146 West Boylston Worcester, MA 01608	Office: (508) 852-7600
MARYLAND	Maryland Coalition Against Sexual Assault (M.C.A.S.A.) 7257 Parkway Dr., Ste. 208 Hanover, MD 21076	Office: (410) 712-0955 Fax: (410) 712-0959
MAINE	Maine Coalition Against Sexual Assault 3 Mulliken Court Augusta, ME 04330	Office: (207) 626-0034 Fax: (207) 626-5503
MICHIGAN	Michigan Coalition Against Domestic & Sexual Violence 913 W. Holmes, Suite 211 Lansing, MI 48910	Office: (517) 887-9334 Fax: (517) 887-9348
MINNESOTA	Minnesota Coalition Against Sexual Assault (MCASA) 2344 Nicolett Ave. S #170A Minneapolis, MN 55404	Office: (612) 872-7734 Fax: (612) 872-0929
MISSISSIPPI	Mississippi Coalition Against Sexual Assault Department of Health - Mississippi State P.O. Box 4172 5455 Executive Place Drive Jackson, MS 39296-4172	Office: (601) 987-9011 Fax: (601)981-2501
MISSOURI	Missouri Coalition Against Sexual Assault 224 N. 4th, #303 St. Joseph, MO. 64501	Office: (816) 931-4527 Fax: (816) 931-4532

STATE	ADDRESS	CONTACT NUMBER
NORTH DAKOTA	North Dakota Council on Abused Women's Service-Coalition Against sexual Assault in ND 418 East Rousser #320 Bismarck, ND 58501	Office: (701) 255-6240 or (800) 472-2911 (in state) Fax: (701) 255-1904
NEBRASKA	Nebraska Domestic Violence & Sexual Assault Coalition 315 South 9th Street, #18 Lincoln, NE 68508	Office: (402) 476-6256- within NE, to reach local center Fax: (402) 476-6806
NEW HAMPSHIRE	New Hampshire Coalition Against Domestic and Sexual Violence P.O. Box 353 Concord, NH 03302-0353	Office: (603) 224-8893 Fax:(603) 228-6096
NEW JERSEY	New Jersey Coalition Against Sexual Assault (NJCASA) One Roosevelt Drive Edison, NJ 08837	Office: (908) 846-3586 Fax: (908) 548-7259
NEW MEXICO	New Mexico Coalition of Sexual Assault Programs, Inc. 4004 Carlisle, NE, Suite D Albuquerque, NM 87107	Office: (505) 883-8020 Fax: (505) 883-7530
NEW YORK	New York State Coalition Against Sexual Assault (NYSCASA) The Women's Building 79 Central Ave. Albany, NY 12206	Office: (518) 434-1580 Fax: (518) 434-1581
OHIO	Ohio Coalition on Sexual Assault (OCOSA) 4041 N. High Street, Ste. 408 Columbia, OH 43214	Office: (614) 268-3322 Fax: (614)268-0881

STATE	ADDRESS	CONTACT NUMBER
OKLAHOMA	Oklahoma Coalition Against Domestic Violence and Sexual Assault 1323 Kansas Woodward, OK 73801	Office: (405) 256-1215 Fax: (405) 256-6019
OREGON	Oregon Coalition Against Domestic Violence and Sexual Assault (OCADSV) 520 NW Davis Street, #310 Portland, OR 97209	Office: (503) 223-7411 Fax: (503) 223-7490
PENNSYLVANIA	Pennsylvania Coalition Against Rape (PCAR) 125 Enola Drive Enola, PA 17025	Office: (800) 692-7445 (in PA) or (717) 728-9740 Fax: (717) 728-9781
SOUTH CAROLINA	South Carolina Coalition Against Domestic Violence & Sexual Assault P.O. Box 7776 Columbia, SC 29202-7776	Office: (803)750-1222 Fax: (803) 750-1246
SOUTH DAKOTA	South Dakota Coalition Against Domestic Violence and Sexual Abuse P.O. Box 2000 Eagle Butte, SD 57625	Office: (605) 964-7233 Fax: (605) 964-3300
TENNESSEE	Tennessee Coalition Against Sexual Assault P.O. Box 120972 Nashville, TN 37212	Office: (615) 386-9406 Fax: (615) 383-2967
TEXAS	Texas Association Against Sexual Assault (TAASA) One Commodore Plaza 800 Brazos, Suite 1040 Austin, TX 78701	Office: (512) 474-8161 Fax: (512)474-6490

STATE	ADDRESS	CONTACT NUMBER
UTAH	CAUSE - Coalition of Advocates for Utah Survivors' Empowerment 366 South 500 East Suite 212 Salt Lake City, UT 84102	Office: (801) 322-5000 Fax: (801) 322-1250
VIRGINIA	Virginians Aligned Against Sexual Assault (VAASA) 508 Dale Avenue, Suite B Charlottesville, VA 22903-4547	Office: (804) 979-9002 Fax: (804) 979-9003
VERMONT	Vermont Network Against Domestic Violence and Sexual Assault P.O. Box 405 Montpelier, VT 05601	Office: (802) 223-1302 Fax: (802) 223-6943
WASHINGTON	Wahsington Coalition of Secual Assault Programs (WCSAP) 2415 Pacific Avenue, S.E. Olympia, WA 98501	Office: (360) 754-7583 Fax: (360) 754-7583
WISCONSIN	Wisconsin Coalition Against sexual Assault (WCASA) 123 E. Main Street, 2nd Floor Madison, WI 53703-3315	Office: (608) 257-1516 Fax: (608) 257-2150
WEST VIRGINIA	West Virginia Foundation for Rape Information & Services 112 Braddock Street Fairmont, WV 26554	Office: (304)366-9500 Fax: (304) 366-9501
WYOMING	Wyoming Coalition Against Domestic Violence & Sexual Assault P.O. Box 1946 Pinedale, WY 82941-1946	Office: (307) 235-2814 Fax: (307) 472-43-703

APPENDIX H

State Domestic Violence Coalitions

STATE DOMESTIC VIOLENCE COALITIONS

1 Alaska Network on Domestic Violence and Sexual Assault 130 Seward Street, Suite 501 Juneau, AK 99801	Services	Contact: Office FAX Type	Ms. Lauree Hugonin (907) 586-3650 (907) 463-4493
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2 Alabama Coalition Against Domestic Violence PO Box 4762 Montgomery, AL 36101	Services	Contact: Office FAX Type	Ms. Carol Gundlach (334) 832-4842 (334) 832-4803
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3 Arkansas Coalition Against Domestic Violence #1 Sheriffs Lane, Suite C North Little Rock, AR 72114	Services	Contact: Office FAX Type	Ms. Cheryl Jackson (501) 812-0571 (501) 812-0578
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4 Arizona Coalition Against Domestic Violence 100 West Camelback Road - Suite 109 Phoenix, AZ 85013	Services	Contact: Office FAX Type	Ms. Michele Hallett (602) 279-2900 (602) 279-2980
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5 California Alliance Against Domestic Violence 926 J St., Suite 1000 Sacramento, CA 95814	Services	Contact: Office FAX Type	Ms. Susan Bazilli (916) 444-7163 (916) 444-7165
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6 Colorado Coalition Against Domestic Violence PO Box 18902 Denver, CO 80218	Services	Contact: Office FAX Type	Ms. Elaine Gibbes (303) 831-9632 (303) 832-7067
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7 Connecticut Coalition Against Domestic Violence 135 Broad Street Hartford, CT 06105	Services	Contact: Office FAX Type	Ms. Linda J. Cimino (860) 524-5890 (860) 249-1408
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8 District of Columbia Coalition Against Domestic Violence 513 U Street, NW Washington, DC 20001	Services	Contact: Office FAX Type	Ms. Sandra Majors (202) 783-5332 (202) 387-5684

STATE DOMESTIC VIOLENCE COALITIONS

9 Delaware Coalition Against Domestic Violence P.O. Box 847 Wilmington, DE 19899	Services	Contact: Ms. Carol Post Office (302) 658-2958 FAX (302) 658-5049 Type
10 Florida Coalition Against Domestic Violence 410 Office Plaza Dr. Tallahassee, FL 32301	Services	Contact: Ms. Lynn Rosenthal Office (904) 671-3998 FAX (904) 671-2058 Type
11 Georgia Coalition on Family Violence, Inc. 1827 Powers Ferry Rd., Bldg., 3, Suite 325 Atlanta, GA 30339	Services	Contact: Ms. Ottive Breedlove Office (770) 984-0085 FAX (770) 984-0068 Type
12 Hawaii State Coalition Against Domestic Violence 98-939 Moanalua Road Aiea, HI 96701-5012	Services	Contact: Ms. Carol C. Lee Office (808) 486-5072 FAX (808) 486-5169 Type
13 Iowa Coalition Against Domestic Violence 2603 Bell Ave. Suite 100 Des Moines, IA 50321	Services	Contact: Ms. Laurie Schipper Office (515) 244-8028 FAX (515) 244-7417 Type
14 Idaho Coalition Against Sexual & Domestic Violence 815 Park Boulevard, Suite 140 Boise, ID 83712	Services	Contact: Ms. Sue Fellen Office (208) 384-0419 FAX (208) 331-0687 Type
15 Illinois Coalition Against Domestic Violence 730 East Vine Street Suite 109 Springfield, IL 62703	Services	Contact: Ms. Vickie Smith Office (217) 789-2830 FAX (217) 789-1939 Type
16 Indiana Coalition Against Domestic Violence 2511 E. 46th Street, Suite N-3 Indianapolis, IN 46205	Services	Contact: Ms. Laura Berry Office (317) 543-3908 FAX (317) 568-4045 Type

STATE DOMESTIC VIOLENCE COALITIONS

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| 17 Kansas Coalition Against Sexual and Domestic Violence
820 S. E. Quincy, Ste. 422
Topeka, KS 66612 | Services | Contact:
Office
FAX
Type | Ms. Trish Bledsoe
(913) 232-9784
(913) 232-9937 |
| 18 Kentucky Domestic Violence Association
PO Box 356
Frankfort, KY 40602 | Services | Contact:
Office
FAX
Type | Ms. Sherry Currens
(502) 875-4132
(502) 875-4268 |
| 19 Louisiana Coalition Against Domestic Violence
PO Box 77308
Baton Rouge, LA 70879-7308 | Services | Contact:
Office
FAX
Type | Ms. Memi Carter
(504) 752-1296
(504) 751-8927 |
| 20 Massachusetts Coalition of Battered Women Service Groups
14 Beacon Street, Suite 507
Boston, MA 02108 | Services | Contact:
Office
FAX
Type | Ms. Sylvia Guthrie
(617) 248-0922 x205
(617) 248-0902 |
| 21 Maryland Network Against Domestic Violence
Whitehall Professional Center
6911 Laurel Bowie Rd., Suite 309
Bowie, MD 20715 | Services | Contact:
Office
FAX
Type | Ms. Elaine Hughes
(301) 352-4574
(301) 809-0422 |
| 22 Maine Coalition For Family Crisis Services
128 Main Street
Bangor, ME 04401 | Services | Contact:
Office
FAX
Type | Ms. Tracy Cooley
(207) 941-1194
(207) 941-2327 |
| 23 Michigan Coalition Against Domestic and Sexual Violence
3893 Okemos Rd. Suite B-2
Okemos, MI 48864 | Services | Contact:
Office
FAX
Type | Ms. Mary Keefe
(517) 347-7000
(517) 347-1377 |
| 24 Minnesota Coalition for Battered Women
450 North Sydicate Street, Suite 122
St. Paul, MN 55104 | Services | Contact:
Office
FAX
Type | Ms. Mavis Russell
(612) 646-6177
(612) 646-1527 |
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STATE DOMESTIC VIOLENCE COALITIONS

25 Missouri Coalition Against Domestic Violence 415 E. McCarty Jefferson City, MO 65101	Services	Contact: Office FAX Type	Ms. Colleen Coble (573) 634-4161 (573) 636-3728
26 Mississippi Coalition Against Domestic Violence PO Box 4703 Jackson, MS 39296-4703	Services	Contact: Office FAX Type	Ms. Michele Carroll (601) 981-9196 (601) 981-2501
27 Montana Coalition Against Domestic and Sexual Violence P.O. Box 633 Helena, MT 59601	Services	Contact: Office FAX Type	Ms. Kathy Sewell (406) 443-7794 (406) 443-7818
28 North Carolina Coalition Against Domestic Violence 301 W. Main St. Suite 350 Durham, NC 27702	Services	Contact: Office FAX Type	Ms. Karen Luciano (919) 956-9124 (919) 682-1449
29 North Dakota Council on Abused Women's Services 418 E. Rosser Ave., Suite 320 Bismarck, ND 58501	Services	Contact: Office FAX Type	Ms. Bonnie Palecek (701) 255-6240 (701) 255-1904
30 Nebraska Domestic Violence/ Sexual Assault Coalition 315 South 9th - #18 Lincoln, NE 68508-2253	Services	Contact: Office FAX Type	Ms Sarah O'Shea (402) 476-6256 (402) 476-6806
31 New Hampshire Coalition Against Domestic & Sexual Violence PO Box 353 Concord, NH 03302-0353	Services	Contact: Office FAX Type	Ms. Grace Mattern (603) 224-8893 (603) 228-6096
32 New Jersey Coalition for Battered Women 2620 Whitehorse/Hamilton Square Road Trenton, NJ 08690-2718	Services	Contact: Office FAX Type	Ms. Barbara Price (609) 584-8107 (609) 584-9750

STATE DOMESTIC VIOLENCE COALITIONS

33	New Mexico Coalition Against Domestic Violence P.O. Box 25266 Albuquerque, NM 87125-0266	Services	Contact: Office FAX Type	Ms. Mary Ann Copas (505) 246-9240 (505) 246-9434
34	Nevada Network Against Domestic Violence 100 W. Grove St. Suite 315 Reno, NV 89509	Services	Contact: Office FAX Type	Ms. Susan Meuschke (702) 828-1115 (702) 828-9911
35	New York State Coalition Against Domestic Violence Women's Building, 79 Central Ave. Albany, NY 12206	Services	Contact: Office FAX Type	Ms. Sherry Frohman (518) 432-4864 (518) 463-3155
36	Ohio Domestic Violence Network 4041 North High Street Suite 101 Columbus, OH 43214	Services	Contact: Office FAX Type	Ms. Nancy Neylon (614) 784-0023 (614) 784-0033
37	Oklahoma Coalition On Domestic Violence and Sexual Assault 2200 N. Classen Blvd. - Suite 850 Oklahoma City, OK 73106	Services	Contact: Office FAX Type	Ms. Marcia Smith (405) 557-1210 (405) 557-1296
38	Oregon Coalition Against Domestic And Sexual Violence 520 N.W. Davis, Suite 310 Portland, OR 97209	Services	Contact: Office FAX Type	Ms. Margaret Brown (503) 223-7411 (503) 223-7490
39	Pennsylvania Coalition Against Domestic Violence 6400 Flank Drive - Suite 1300 Harrisburg, PA 17112	Services	Contact: Office FAX Type	Ms. Susan Kelly-Dreiss (717) 545-6400 (717) 545-9456
40	Rhode Island Coalition Against Domestic Violence 422 Post Road Suite 104 Warwick, RI 02888	Services Shelter	Contact: Office FAX Type	Ms. Deborah DeBare (401) 467-9940 (401) 467-9943

STATE DOMESTIC VIOLENCE COALITIONS

41 South Carolina Coalition Against Domestic Violence & Sexual Assault PO Box 7776 Columbia, SC 29202-7776	Services	Contact: Office FAX Type	Ms. Susan L. Higginbotham (803) 750-1222 (803) 750-1246
42 South Dakota Coalition Against Domestic Violence & Sexual Assault P.O. Box 141 Pierre, SD 57501	Services	Contact: Office FAX Type	Ms. Karen Artichoker (605) 945-0869 (605) 945-0870
43 Tennessee Task Force Against Domestic Violence PO Box 120972 Nashville, TN 37212	Services	Contact: Office FAX Type	Ms. Kathy England (615) 386-9406 (615) 383-2967
44 Texas Council on Family Violence 8701 N Mopac Expressway Suite 450 Austin, TX 78759	Services	Contact: Office FAX Type	Ms. Donna Medley (800) 525-1978 (512) 794-1199
45 Utah Domestic Violence Advisory Council 120 North 200 West, Room 319 Salt Lake City, UT 84103	Services	Contact: Office FAX Type	Ms. Diane Stuart (801) 538-9886 (801) 538-4016
46 Virginians Against Domestic Violence 2850 Sandy Bay Road - Suite 101 Williamsburg, VA 23185	Services	Contact: Office FAX Type	Ms. Kristi Van Audenhove (757) 221-0990 (757) 229-1553
47 Vermont Network Against Domestic Violence and Sexual Assault PO Box 405 Montpelier, VT 05601	Services	Contact: Office FAX Type	Ms. Judith Joseph (802) 223-1302 (802) 223-6943
48 Washington State Coalition Against Domestic Violence 8645 Martin Way, Suite 103 Lacey, WA 98516	Services	Contact: Office FAX Type	Ms. Mary Pontarolo (360) 407-0756 (360) 407-0761

STATE DOMESTIC VIOLENCE COALITIONS

49 Wisconsin Coalition Against Domestic Violence 1400 East Washington Avenue Suite 103 Madison, WI 53703	Services	Contact: Ms. Mary Lauby Office (608) 255-0539 FAX (608) 255-3560 Type
50 West Virginia Coalition Against Domestic Violence Elk Office Center 4710 Chimney Dr. Suite A Charleston, WV 25302	Services	Contact: Ms. Sue Julian Office (304) 965-3552 FAX (304) 965-3572 Type
51 Wyoming Coalition Against Domestic Violence & Sexual Assault P.O. Box 236 Laramie, WY 82070	Services	Contact: Ms. Rosemary Bratton Office (307) 755-5481 FAX (307) 755-5482 Type
