U.S. Department of Justice
Office on Violence Against Women

OVW

OVW FY 2006 STOP Violence Against Women Formula Grant Program Solicitation

GMS REGISTRATION DEADLINE:
December 6, 2005

APPLICATION DEADLINE:
January 10, 2006

Please note: If your program was impacted by the recent hurricanes in a way that hinders your ability to submit your application for this grant program, you may be eligible for an extension of the application deadline. If you wish to apply for such an extension, please contact the Office on Violence Against Women at 202-307-6026.

U.S. Department of Justice
Office on Violence Against Women
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Washington, DC 20530

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U.S. Department of Justice

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1-800-421-6770

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Office on Violence Against Women
www.usdoj.gov/ovw

STOP Violence Against Women Formula Grant Program
www.ojp.usdoj.gov/fundopps.htm

About the Office on Violence Against Women

The Office on Violence Against Women (OVW) is a component of the U.S. Department of Justice. Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership against domestic violence, sexual assault, and stalking. Since its inception, the Office has launched a multifaceted approach to responding to these crimes. By forging state, local and tribal partnerships among police, prosecutors, the judiciary, victim advocates, health care providers, faith leaders, and others, OVW grants help provide victims with the protection and services they need to pursue safe and healthy lives while also enabling communities to hold offenders accountable.

About the STOP Violence Against Women Formula Grant Program

This solicitation provides program and application guidelines for FY 2006 Services*Training*Officers*Prosecutors (STOP) Violence Against Women Formula Grant Program (STOP Program) funding, including guidelines for requirements of the VAWA. By statute, the STOP Program supports communities in their efforts to develop and strengthen effective law enforcement and prosecution strategies to combat violent crimes against women and to develop and strengthen victim services in cases involving violent crimes against women.

Program Eligibility

Eligible applicants for the STOP Program include any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, American Samoa, Guam, and the Northern Mariana Islands, hereafter referred to as states and territories. To be eligible for funds, states and territories **must** certify that they are in compliance with the statutory eligibility requirements of the Program.[1] Appendix A consists of the *Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act (as Amended)* form, which authorized representatives of states and territories must sign and submit annually to demonstrate compliance with these requirements.

1. With respect to the VAWA requirement concerning costs for criminal charges and protection orders, a state or territory must certify:

> that its laws, policies, and practices do not require, in connection with the prosecution of any misdemeanor or felony domestic violence offense, or in connection with the filing, issuance, registration, or service of a protection order,

[1] STOP Program applicants must provide a brief description of the status of their compliance with the requirements and submit copies of any legislative or administrative rule changes regarding these requirements that have occurred since submission of the state's last application for STOP funds.

or a petition for a protection order, to protect a victim of domestic violence, stalking, or sexual assault, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, or service of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the state, tribal, or local jurisdiction.

2. With respect to the VAWA requirement concerning forensic medical examination payment for victims of sexual assault:

the state or territory, Indian tribal government, unit of local government, or another governmental entity must incur the full out-of-pocket cost of forensic medical exams for victims of sexual assault. OVW strongly encourages states and territories to pay for forensic exams regardless of the level of cooperation of victim/survivors with law enforcement and the criminal justice process. OVW also encourages states and territories to allow victim/survivors the option of not filing a claim with their insurance company in order to receive reimbursement.

For more information on these requirements, go to the OVW website which can be found at www.usdoj.gov/ovw.

Funding to Faith-Based and Community Organizations

Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is OVW policy that faith-based and community organizations that statutorily qualify as eligible applicants under OVW programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and community organizations will be considered for awards on the same basis as any other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization. Faith-based organizations receiving OVW assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. OVW grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with OVW grant funds; rather, such religious activity must be separate in time or place from the OVW funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by OVW are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

Availability of Funds

The ability of OVW to make awards under the STOP Program in Fiscal Year 2006 is contingent upon Congressional appropriation of funds for that purpose.

Award Period
The award period for these grants will be 24 months.

Award Amounts
By statute, OVW will award a base amount of $600,000 to each state. Funds remaining after the allocation of the base amount will be distributed among the states based on population. The most accurate and complete data compiled by the U.S. Bureau of the Census is used to determine the state populations. Indian tribal populations are not included in the population count.

Application Due Date

Please note that final applications are due **by 5:30 pm (EST) January 10, 2006 and will be accepted only through the U.S. Department of Justice's Office of Justice Programs (OJP) Online Grants Management System (GMS).** Applicants should register online with GMS by December 6, 2005. It may take up to one week for you to receive confirmation that you are eligible to apply. Applicants should retain proof of timely submission. Applications should retain proof of timely submission.

(Additional note: OVW discretionary competitive programs are required to submit their applications through grants.gov. However, the STOP Violence Against Women Formula Grant Program is not a discretionary program. It will continue to be submitted thru **GMS**.)

Please refer to the "How to Apply" section on page 17 of this solicitation for further instructions.

Program Scope

The scope of the STOP Program is defined by the statutory purpose areas and the identified program activities.

Statutory Purpose Areas
STOP Program grants are intended for use by states and territories; state, local, and tribal courts; Indian tribal governments; units of local government; and nonprofit, nongovernmental victim services programs. Grants and subgrants supported through this Program **must** meet one or more of the following statutory purpose areas[2]:

- Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence[3];

[2] 42 USC § 3796gg(b).

[3] The Violence Against Women Act of 2000 defines dating violence as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined by the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

- Developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including the crimes of sexual assault and domestic violence;

- Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of sexual assault and domestic violence;

- Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of sexual assault and domestic violence;

- Developing, enlarging, or strengthening victim services programs, including sexual assault, domestic violence, and dating violence programs, developing or improving delivery of victim services to underserved populations, providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of sexual assault, domestic violence, and dating violence;

- Developing, enlarging, or strengthening programs addressing stalking;

- Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of sexual assault and domestic violence;

- Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by state funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence;

- Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault;

- Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of domestic violence or sexual assault,

including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals; and

- Providing assistance to victims of domestic violence and sexual assault in immigration matters.

Program Priorities

The emphasis of the STOP Program continues to be on the implementation of comprehensive strategies addressing violence against women that are sensitive to the needs and safety of victims and hold offenders accountable for their crimes. States and territories should seek to carry out these strategies by forging lasting partnerships between the criminal justice system and victim advocacy organizations and by encouraging communities to look beyond traditional resources and to look to new partners to respond more vigorously to domestic violence, sexual assault, and stalking crimes, such as faith-based and community organizations.

In shaping their strategies for FY 2006, states are encouraged to develop and support projects to:

- Implement community-driven initiatives, utilizing faith-based and community organizations, to address the needs of underserved populations as defined by VAWA, including people with disabilities and elder victims of domestic violence, sexual assault, and stalking.

- Address sexual assault and stalking through service expansion; development and implementation of protocols; training for judges, other court personnel, prosecutors, and law enforcement; and development of coordinated community responses to violence against women.

Activities That May Compromise Victim Safety

Ensuring victim safety is the guiding principle underlying this Program. Experience has shown that certain practices may compromise victim safety rather than enhance it. Certain responses by the authorities may have the effect of minimizing or trivializing the offender's criminal behavior. Accordingly, consistent with the goals of ensuring victim safety while holding perpetrators accountable for their criminal conduct, applicants are strongly discouraged from proposing projects that include any activities that may compromise victim safety such as the following:

- Offering perpetrators the option of entering pre-trial diversion programs;

- Mediation or counseling for couples as a systemic response to domestic violence or sexual assault;

- Requiring victims to report sexual assault, stalking, or domestic violence crimes to law enforcement or forcing victims to participate in criminal proceedings;

- Court mandated batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior;

- Placement of batterers in anger management programs; and
- Procedures that would force victims of domestic violence to testify against their abusers or impose other sanctions on them. Rather, procedures that provide victims the opportunity to make an informed choice about whether to testify are encouraged.

Application Content

Application Requirements
All applications MUST include the following eight (8) elements:

1. **Application for Federal Assistance (SF-424)**
   The SF-424 will be filled out online through GMS. The Catalog of Federal Domestic Assistance number for this program is 16.588 (block 10). The cognizant Federal audit agency and fiscal year of the applicant organization should be listed in block 11 of the form.

   Applicants must ensure that the information for the authorizing official and alternate contact is filled out correctly. The authorizing official is the individual authorized to accept grant funds on behalf of the jurisdiction or nongovernmental private entity applying. If the individual applying online is not the authorizing official, that individual must list the authorizing official's name and contact information where appropriate.

2. **DUNS Number**
   A Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. **An application will not be considered complete until a valid DUNS number is provided by the applicant.** The number should be nine digits. Individual persons who receive a grant or cooperative agreement from the Federal government are exempt from this requirement.

   Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 1-800-333-0505.

   If you have any questions about the DUNS number requirement, please contact the Office of Justice Program's Office of the Comptroller's Customer Service Center at 1-800-458-0786.

3. **A Program Narrative containing the following elements:**
   - An explanation of the status of the applicant's compliance with the VAWA

provisions pertaining to payment for forensic medical exams, and costs related to criminal charges and protection orders;

- A report on the status of subgrant awards for fiscal years 1995 - 2005, if none has been submitted to date or if the status has changed since the last report. If the state has not completed making subgrants, the state should provide the amount of each fiscal year's funds not yet awarded, an explanation of why the funds have not been awarded, and the anticipated date funds will be obligated; and

- Information on whether the project or activity proposed in the application includes research that may involve human subjects, as defined in 28 CFR Part 46, or collection or use of information identifiable to a private person as defined in 28 CFR Part 22.

NOTE: Items described in #4 - #7 below must be Rightfaxed to OVW at 202-354-4147 or submitted on-line as an "Other Program Attachment," and should include your application number. Please use descriptive titles for all on-line attachments.

4. **Letters regarding grant funds:**
Letters from prosecution, law enforcement, court, and victim services programs to be assisted, demonstrating the need for the grant funds, intended use of grant funds, expected results from the use of the grant funds, and demographic characteristics of the populations to be served, including age, marital status, disability, race, ethnicity, and language background. This documentation may be in the form of letters from current grantees or state-wide organizations representing prosecution, law enforcement, courts and victims services that can comment on the current and proposed use of grant funds, and the anticipated results for the populations to be served.

5. **Letters demonstrating participation:**
Letters demonstrating the commitment of nonprofit, nongovernmental victim-services programs to participate in the development of the grantee's implementation plan. This documentation may be in the form of letters from members of the planning team and should indicate that the plan will address the needs and services identified as priorities by the team.

6. **Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act as Amended (Appendix A):** This form should be signed by an authorized official.

7. **Certification of Nonsupplanting**
Applicants must submit a letter to OVW's Director, Diane M. Stuart, certifying that Federal funds will not be used to supplant State or local funds should

a grant award be made. This letter must be Rightfaxed to 202-354-4147 or electronically scanned and submitted as an attachment via GMS. Please refer to Appendix C for a sample letter.

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

Review the assurances and certification forms. Agreement to these assurances and certifications will be assumed upon receipt of an application received through GMS.
NOTE: If the authorizing official is not the individual submitting the application via GMS, be sure the correct authorizing official information has been entered.

Program Requirements

Upon satisfying the application requirements, a state shall be qualified for funds under the STOP Program provided that the state complies with the following program requirements:

Program Purposes The funds will be used for any of the eleven statutory purpose areas listed previously and set forth in the STOP Program statute.

STOP Implementation Plan Within 120 days of the grant award, grantees shall develop a plan for implementation of their STOP Program. States must develop their state implementation plans through deliberative consultation and coordination with a broad range of participants, specifically nongovernmental, nonprofit victim services programs (including sexual assault and domestic violence programs). States must demonstrate through the plan that they have consulted and coordinated in a meaningful way with sexual assault and domestic violence victim services programs and coalitions.

The identification of which victim services programs to consult is up to each state. However, states should bear in mind that the VAWA defines a victim services program as “a nonprofit, nongovernmental organization that assists domestic violence or sexual assault victims, including rape crisis centers, battered women’s shelters, and other sexual assault or domestic violence programs, including nonprofit, nongovernmental organizations assisting domestic violence or sexual assault victims through the legal process.”

States are strongly encouraged to involve representatives from Indian tribal governments in their planning processes and to consider the needs of Indian tribes in developing the state’s law enforcement, prosecution, court, and victim services strategies.

Beginning in FY 2003, states and territories could satisfy the requirement to submit an annual implementation plan by submitting full implementation plans

every three years. **In the intervening years, e.g., FY 2004 and FY 2006, the state would fulfill the implementation plan requirement by providing to OVW a certification that indicates whether or not the three-year plan has changed and, if so, outlining the changes in the plan for that year.** States that submitted a one year implementation plan in FY 2004 or a two year plan in 2003 should complete a full implementation plan in FY 2006. For assistance in conducting the state planning process and developing implementation plans, please refer to STOP State Implementation Plans: A Tool for Administrators, on the OVW Web Site, which is located at www.usdoj.gov/ovw.

The full implementation plan must describe:

- the process used to develop the plan and the involvement of victim services programs and advocates;
- major shifts in direction, if any, because of reevaluation or reassessment of previous efforts;
- how the approach to reducing and preventing violence against women this year will build on efforts of previous years;
- how the funds will be distributed across the law enforcement, prosecution, courts, and victim services categories;
- the types of programs the grantee intends to support with grant dollars; and
- how the success of grant-funded activities will be evaluated.

The implementation plan also should describe how the state will achieve the following:

- Give priority to areas of varying geographic size with the greatest showing of need based on the availability of existing domestic violence and sexual assault programs in the population and geographic area to be served in relation to the availability of such programs in other such populations and geographic areas;
- Determine the amount of subgrants based on the population and geographic area to be served;
- Equitably distribute monies on a geographic basis including nonurban and rural areas of various geographic sizes; and
- Recognize and address the needs of underserved populations.

Implementation plans or certification regarding how, or whether, the previously submitted three-year plan has changed should be sent to the state or territory's OVW program manager within 120 days after receiving the award. **Applicants are reminded**

that they will not be able to draw down all funds until their implementation plan has been approved by OVW.

Allocation of Funds The implementation plan must reflect that:

- at least 5 percent **for** state and local courts including juvenile courts;
- at least 25 percent of each year's grant award will be allocated **to** law enforcement;
- at least 25 percent **to** prosecutors; and
- at least 30 percent **to** nonprofit, nongovernmental victim services.

This is a statutory requirement. **These allocations may not be redistributed or transferred to another area.** States and territories have 24 months (the duration of the grant period) to meet the statutory funding allocations. The remainder of the funds may be spent at the discretion of the state or territory to address the statutory program purposes described previously. Grantees are required to submit only total cost estimates, not category-specific amounts, for each subgrant. Decisions about the allocation of STOP Program funds must be made in a manner that avoids any conflicts of interest as described in the OJP Financial Guide.[4]

Allowable Costs In general, STOP Program grants may support personnel, training, technical assistance, data collection, and equipment costs to enhance the apprehension, prosecution, and adjudication of persons committing violent crimes against women, and to provide or improve services for victims.

Administrative Funds Grantees may use up to 10 percent of the total award amount for grant administration, including statewide review, processing, monitoring, progress and financial report review, technical assistance, grant adjustments, accounting, auditing, and fund disbursement to subgrantees. Administrative funds will be available immediately upon receipt of the award. **The balance of funds will be made available to states after the state has submitted and received approval for its implementation plan.**

Allowable costs under administrative funds are the same as those for the program. Grantees should set aside the 10 percent allocated for administrative funds prior to the distribution of funds to subgrantees. **Administrative funds should not be included in the allocations to law enforcement, prosecution, courts, and victim services.**

OJP Financial Guide

4 OJP Financial Guide, p. 10

All grantees are required to comply with the regulations and requirements outlined in the OJP Financial Guide. The Financial Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. Copies are available from the Department of Justice Response Center (1-800-421-6770) and also through the OJP web page: http://www.ojp.usdoj.gov/FinGuide.

Match Requirements Awards to states made under this grant program may support up to 75 percent of the total cost of each project. The state is responsible for ensuring compliance with the 25 percent nonfederal match requirement. ***Exception*: The requirement for matching funds is waived for grants awarded to the Insular Areas (American Samoa, Guam, the Virgin Islands, and the Commonwealth of the Northern Mariana Islands) pursuant to the authority granted to OVW in 48 U.S.C. § 1469a.**

The following provisions apply to match requirements:

- The state or territory may satisfy the match requirement with either cash (e.g., funds contributed from private sources or state and local governments) or in-kind services (e.g., services or goods donated by the applicant organization or other entities);

- Funds from other Federal sources may not be used to meet the match requirement, except for subgrants to Indian tribal governments who may be able to use certain Federal funds for match. A state or territory may use its discretion to require some or all of its subgrantees to meet the match requirement, in whole or in part. OVW encourages states and territories to consider the ability of subgrantees to meet match requirements when deciding whether and how much of the match to pass on. However, the state remains responsible to satisfy the match requirement;

- Funds or in-kind resources used as match must be directly related to the project goals and objectives;

- Grantees or subgrantees "[M]ust maintain records which clearly show the source, the amount, and the timing of all matching contributions;"[5]

- Sources of match are restricted to the same uses allowed under the STOP Program and must be documented in the same manner as STOP Program funds, including financial and programmatic reports; and

- The state must calculate its match based on the entire STOP formula award, including amounts states are allowed to allocate for administrative expenses.

The amount of the required match contribution is calculated as follows:

5 OJP Financial Guide, p. 45

Federal funds = Amount X 25% = match
75%

For a federal award amount of $600,000, the match would be:

$600,000 (federal funds) divided by 75% = $800,000 x 25%= $200,000 match.

Grantees are advised that further guidance on the calculation, documentation and auditing of the match requirement can be found in the OJP Financial Guide and on the OVW web site. Copies of the Guide are available from the Department of Justice Response Center at 1-800-421-6770 or on-line at http://www.ojp.usdoj.gov/FinGuide/. For more information and ideas regarding match, please see the OVW web site at www.usdoj.gov/ovw.

Budget Requirements
The following is a short list of budget guidelines:

- Applicants are strongly discouraged from requesting consultant rates in excess of $450 per day, because they require prior approval from the Director of the Office on Violence Against Women.

- Applicants **may not** allocate any funds for building renovations. This includes such seemingly minor activities as painting or carpeting.

- Applicants are also encouraged to include funds in their budgets to attend Financial Management Training Seminars sponsored by the Office of Justice Programs (OJP), Office of the Comptroller. These seminars instruct participants in the financial administration of OJP and OVW formula and discretionary grant programs. A schedule listing the financial training seminars is available at **www.ojp.usdoj.gov/oc/fmts.htm.**

Letter of Nonsupplanting
Applicants must submit a letter to OVW's Director, Diane M. Stuart, certifying that Federal funds will not be used to supplant State or local funds should a grant award be made. Please refer to Appendix C for a sample letter.

Additional Program Requirements

Technical Assistance
Grant recipients are required to work collaboratively with staff from OVW and designated technical assistance providers for the Initiative. Grant recipients will be asked to identify grant supported personnel and project partner representatives to participate in technical assistance events.

Performance Measurement

There are three statutory requirements that require OVW grantees to collect and maintain data that measures the effectiveness of the funded projects. First, the Government Performance and Results Act of 1993 (GPRA) requires agencies to report on the results of government programs and activities. Second, the Violence Against Women Act of 2000 mandates that all OVW grant recipients report on the effectiveness of their programs. Third, Section 2004 (b) of VAWA requires that the Attorney General report to Congress on STOP Program grants. To address these statutory requirements, OVW has developed an Annual Progress Report for STOP program subgrantees and an Annual STOP Administrators Report that request specific data on subgrantee and grant activities.

Reporting Requirements

Grantees will be required to submit quarterly Financial Status Reports and semi-annual Progress Reports. In addition, grant recipients who expend $500,000 or more in Federal funds during their fiscal year are required to submit a single organization-wide audit. Additional information on these reporting requirements will be provided to successful applicants in the award package.

Suspension or Termination of Funding

OVW may suspend funding in whole or in part, terminate funding, or impose another sanction on a recipient who has failed to comply substantially with the following:

- The requirements of VAWA and statutory objectives of the STOP Violence Against Women Formula Grant Program;
- Timely submission of quarterly Financial Status Reports;
- Timely submission of semi-annual Progress Reports;
- The regulations and/or guidelines issued for the STOP Violence Against Women Formula Grant Program and any other regulations applicable to OVW grantees; or
- The application submitted in accordance with the provisions of VAWA or any other applicable Federal Act.

OVW will provide reasonable notice of its intent to impose sanctions and will attempt informally to resolve the problem. Hearing and appeal procedures will follow those in the Department of Justice regulations at 28 CFR Part 18. References to the Office of Justice Programs and its components are deemed to refer to the Office on Violence Against Women. The responsible agency official, as defined by 28 CFR § 18.3(h), is the Director, Office on Violence Against Women.

Single Point of Contact Review

Executive Order 12372 requires applicants from State and local units of government or other organizations providing services within a State to submit a copy of the application to the State Single Point of Contact (SPOC) if one exists, and if this program has been selected for review of the State. 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 indicated on

the Form SF-424. The list of SPOCs can be found at:
http://www.whitehouse.gov/omb/grants/spoc.html.

Civil Rights Compliance

All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws. In the event that a 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 finding to the Office for Civil Rights of OJP. All applicants should consult the Assurances required with the application funds to understand the applicable legal and administrative requirements.

Services to Limited-English-Proficient (LEP) Persons:

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI of the Civil Rights Act and the Omnibus Crime Control and Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including interpretation and translation services, where necessary. Grantees are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs. The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at **www.lep.gov** or by contacting the OJP's Office for Civil Rights at 202-307-0690, or by writing to the following address:

Office for Civil Rights
Office of Justice Programs
U.S. Department of Justice
810 7th Street, N.W., 8th Floor
Washington, DC 20531

Anti-Lobbying Act

In 2002, the Anti-Lobbying Act, 18 U.S.C. § 1913, was amended to expand significantly the restriction on use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between $10,000 and $100,000 per each individual occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. § 1352. All applicants must understand that no federally-appropriated funding made available under this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government, without the express approval of OVW. Any violation of this prohibition is subject to a minimum $10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

How To Apply

Applicants must submit a fully executed application to OVW through the **Grant Management System (GMS)**, including all required supporting documentation. **Rightfaxed applications will not be accepted. However, certain supporting documentation may be submitted to GMS via Rightfax as described below.** Applications submitted via GMS must be in the following word processing formats: Microsoft Word (.doc), PDF files, (.pdf), or Text Documents (.txt). (Please refer to Appendix B, the Step-by-Step Guide to OJP's Grants Management System.) A complete application should include the following:

The following documents must be submitted via GMS:

- the SF-424;
- Certifications and Assurances; and
- the project narrative.

Supporting documentation can be submitted either via Rightfax to 202-354-4147 or electronically through GMS, and can include:

- Certification of nonsupplanting (Appendix C);
- Documentation from prosecution, law enforcement, court, and victim services programs demonstrating the need for, intended use of, and expected results from the use of grant funds, and demographic characteristics of the populations to be served;
- Documentation demonstrating the commitment of nonprofit, nongovernmental victim services programs to participate in the development of the grantee's implementation plan; and
- Certification of Compliance with the Statutory Eligibility Requirements of the VAWA as amended (Appendix A).

Note: The Catalog of Federal Domestic Assistance number for the STOP Program is 16.588 and the title is FY 2006 STOP Violence Against Women Formula Program.

The application number <u>must</u> be included on the cover page of all Rightfaxes. Detailed instructions on how to use the GMS system to submit your application online are available at OVW's web page, www.usdoj.gov/ovw. Also, a toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, 1-888-549-9901.

<u>Application Due Date</u>

Applications must be electronically received by the close of business (5:30 p.m. EST) on **January 10, 2006**. The application attachments (e.g., Letter of NonSupplanting, etc.) that may be Rightfaxed to 202-354-4147 or submitted through GMS as attachments must also be received by 5:30 p.m. EST on **January 10, 2006**. Applicants should retain proof of timely submission.

We recommend that you register through GMS at least two weeks before the application due date, or no later than **December 6, 2005**. All applicants must receive confirmation of eligibility that they are eligible to submit an application through GMS prior to completing the application submission process.

For additional information, please contact the Office on Violence Against Women at 202-307-6026 and reference STOP Violence Against Women Formula Grant.