



The United States Department of Justice, Office on Violence Against Women (OVW) (www.ovw.usdoj.gov) is pleased to announce that it is seeking applications for the Rural Domestic Violence, Dating Violence, Sexual Assault and Stalking Assistance Program. This program furthers the Department of Justice's mission by supporting projects designed to address and prevent domestic violence, dating violence, sexual assault and stalking in rural jurisdictions.

OVW FY 2009

Rural Domestic Violence, Dating Violence, Sexual Assault and Stalking Assistance Program

Eligibility

Applicants are limited to States, Indian tribes, local governments, and nonprofit, public or private entities, including faith-based, community and tribal nonprofit organizations, to carry out programs serving rural areas or rural communities.

(See "Who is Eligible to Apply," page 2)

Deadline

Letters of intent to apply should be submitted by **January 7, 2009**.
All applicants should register online with Grants.gov by **January 7, 2009**.

All applications are due by 8:00 p.m. e.t. on **February 4, 2009**.

(See "Deadline For Applications," page 2)

Contact Information

For assistance with the requirements of this solicitation, contact OVW at (202) 307-6026.

This application must be submitted through Grants.gov. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726.

Grants.gov Number assigned to announcement OVW-2009-2001

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OVW FY 2009 Rural Domestic Violence, Dating Violence, Sexual Assault and Stalking Assistance Program

(CFDA 16.589)

Overview

About the Office on Violence Against Women

The Office on Violence Against Women (OVW) is a component of the United States Department of Justice (DOJ). Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership against domestic violence, dating violence, sexual assault and stalking. Since its inception, OVW 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 and enable communities to hold offenders accountable.

About the OVW Rural Domestic Violence, Dating Violence, Sexual Assault and Stalking Assistance Program

The Violence Against Women and Department of Justice Reauthorization Act of 2005 (VAWA 2005) expanded the scope of the Rural Domestic Violence, Dating Violence, Sexual Assault and Stalking Assistance Program (Rural Program) to include sexual assault and stalking, and modified the eligibility criteria as well as the statutory purpose areas under which projects must be implemented. The Rural Program recognizes that child, youth and adult victims of domestic violence, dating violence, sexual assault and stalking living in rural jurisdictions face unique barriers to receiving assistance and additional challenges rarely encountered in urban areas. The geographic isolation, economic structure, particularly strong social and cultural pressures, and lack of available services in rural jurisdictions significantly compound the problems confronted by those seeking support and services to end the violence in their lives and complicate the ability of the criminal justice system to investigate and prosecute domestic violence, dating violence, sexual assault and stalking cases. In addition, socio-cultural, economic, and geographic barriers create difficulties for victim service providers and other social services professionals to identify and assist victims of these crimes.

The primary purpose of the Rural Program is to enhance the safety of child, youth and adult victims of domestic violence, dating violence, sexual assault, and stalking by supporting projects uniquely designed to address and prevent these crimes in rural jurisdictions. OVW welcomes applications that propose innovative solutions for achieving this goal. The Rural Program challenges victim advocates, law enforcement officers, pre-trial service personnel, prosecutors, judges and other court personnel, probation and parole officers, and leaders of faith-based and community organizations to collaborate to overcome the problem of domestic violence, dating violence, sexual assault, and stalking and to ensure that victim safety is paramount in providing services to victims and their children.

Please read the Rural Program Solicitation in its entirety before beginning your application. It is the responsibility of the applicant to ensure that the application is complete and that all eligibility requirements have been met at the time of application submission. OVW will remove an application from consideration, prior to peer review, if the application is incomplete. Final award decisions are not appealable.

Deadline: Letter of Intent

All applicants who intend to apply for FY 2009 funding under this program are encouraged to submit a **non-binding letter of intent** to OVW's Director by **January 7, 2009**. Applicants may send the letter to OVW at ovw.rural@usdoj.gov. For a sample letter, please see <http://www.ovw.usdoj.gov/applicants.htm>. OVW will use these letters to forecast the number of peer review panels needed to review competitive applications.

Deadline: Registration

The Grants.gov registration deadline is **January 7, 2009**. Registering with Grants.gov is a one-time process; however, if an applicant is a first-time registrant, it could take up to five business days to have the registration validated and confirmed and to receive the user password. OVW strongly recommends that applicants start the registration process as early as possible to prevent delays in submitting their application package to OVW by the deadline specified. There are three steps that applicants must complete before they are able to register: 1) register with Central Contractor Registry (CCR), 2) be authorized as an Authorized Grantee/Recipient Official (AGO) in the organization, and 3) register as an AGO. For more information, go to www.Grants.gov. **Note: The CCR registration must be renewed once a year. Failure to renew the CCR registration will prohibit submission of a grant application through Grants.gov.**

Deadline: Application

The due date for applying for funding under this announcement is **8:00 p.m. e.t. on February 4, 2009**. In addition, applicants must send a hard copy via an overnight delivery method, dated by **February 4, 2009**. See page 9 for further instructions on this.

Eligibility

It is very important that applicants review this information carefully. Applications that are submitted by non-eligible entities will be removed from further consideration during an initial review process.

By statute, eligible entities for this program are:

- States;
- Indian tribes;
- local governments; and
- nonprofit, public or private entities, including faith-based, community and tribal nonprofit organizations.

All eligible applicants must demonstrate that the target area to be served is a rural area or community, as defined by 42 U.S.C. § 13925(a)(21). For the purpose of the Rural Program, a **rural area or community** is defined as (a) any area or community, respectively, no part of which is within an area designated as a standard metropolitan statistical area by the Office of Management and Budget; or (b) any area or community, respectively, that is (i) within an area designated as a metropolitan statistical area or considered part of a metropolitan statistical area; and (ii) located in a rural census tract. **Applications must include documentation that the target area to be served is a rural area or community AND a service area map identifying the area to be served.** Please see Appendix A for instructions on discerning whether an area is eligible to apply and for obtaining required documentation. **Applicants that do not provide the required documentation demonstrating that the areas to be served meet the Rural Program definition of a rural area or rural community will not be considered for funding.**

Statutory Funding Considerations

By statute, at least 75% of the total amount of funding made available for this program shall be allocated to eligible entities in rural states. A **rural state** is a state that has a population density of 52 or fewer persons per square mile or a state in which the largest county has fewer than 150,000 people, based on the decennial census of 2000.¹

In addition, by statute, no less than 25% of Federal Fiscal Year 2009 appropriated funds will be set aside for activities that meaningfully address sexual assault in rural communities.

Indian Tribes

For the purposes of this grant program, **Indian tribe** is defined as a tribe, band, pueblo, nation, or other organized group or community of Indians, including any Alaska Native village or regional or village corporation (as defined in, or established pursuant to, the Alaska Native Claims Settlement Act, 43 U.S.C §1601 et seq.), that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. Any applicant representing a consortium of tribal governments and/or organizations must submit a resolution from the constituent tribal governments and/or organizations supporting the application. All tribal applicants are required to partner with a nonprofit, nongovernmental organization, including faith and/or community-based organizations, serving victims of domestic violence, dating violence, sexual assault, or stalking, or a community group representing the views and concerns of survivors.

Notice to Tribal Applicants

VAWA 2005 created a new program (the Grants to Indian Tribal Governments Program) tailored to the needs of tribal governments in responding to domestic violence, dating violence, sexual assault, and stalking. This program combines the purpose areas from several existing programs including this one. While tribal governments are still eligible applicants within this program, there is no longer a tribal set aside; VAWA 2005 requires the set-aside funds to be transferred to the tribal program. Tribes no longer need to submit several applications for multiple purposes. They now are able to apply for all of the purposes within one application to the tribal program. The solicitation for the Grants to Indian Tribal Governments Program is expected to be available in January 2009. Notwithstanding the tribal grant program, all eligible applications from Indian tribal governments submitted under this solicitation will be considered for funding.

¹ The following states are designated as “rural” based on the 2000 Census: Alaska, Arizona, Arkansas, Colorado, Idaho, Kansas, Maine, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Utah, Vermont, and Wyoming.

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 DOJ policy that faith-based and community organizations that statutorily qualify as eligible applicants under DOJ 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 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 DOJ 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. DOJ 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 DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

Applicants are encouraged to review the Civil Rights Compliance section at http://www.ojp.usdoj.gov/funding/other_requirements.htm.

OVW Rural Domestic Violence, Dating Violence, Sexual Assault and Stalking Assistance Program – Specific Information

Types of Applicants

In Federal Fiscal Year 2009, OVW will accept applications for the Rural Program from both current grantees and new applicants.

New applicants are any entities that are not currently receiving funds through the Rural Program.

Current grantees are grantees that are currently implementing awards under the Rural Program and whose grant award period ends after the Federal Fiscal Year 2009 Rural Program application due date of February 4, 2009. OVW has the discretion to make a supplemental or new award to a current grantee based on the project end date of the current award. There is a possibility that continuation applicants will experience a gap in funding, even if selected for a Federal Fiscal Year 2009 award. **Current grantees should note that continuation or supplemental funding is not guaranteed.** Current grantees that received new or supplemental funding for 24 months in Federal Fiscal Year 2008 are not eligible to apply.

Availability of Funds

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

Award Period

The award period for these grants will be 24 months. **All budgets must reflect 24 months of project activity, and the total “estimated funding” (block 15) on the SF-424 must reflect 24 months.**

Award Amounts

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project activities and costs. Rural Program funds for Federal Fiscal Year 2009 will be awarded based on the following guidelines:

- Projects serving 1-4 rural counties will be eligible to receive up to \$350,000.
- Projects serving 5-8 rural counties will be eligible to receive up to \$700,000.
- Projects serving 9 or more rural counties will be eligible to receive up to \$900,000.

Grants may be made for greater or lesser amounts than requested based on budget and/or programmatic changes to the application. In addition, OVW may negotiate the scope of work with applicants prior to granting an award.

Continuation applications proposing to continue current efforts should not exceed the previous award amount. However, award amounts for continuation applications that propose to enhance or expand current efforts may exceed the previous award amount, as long as the requested amount falls within the allowable funding cap. Continuation applicants should ensure the increased award amount does not exceed the level of effort necessary to complete the project.

Program Scope

The scope of the Rural Program is defined by the following authorized statutory program purposes and strategies. Proposed projects must implement activities consistent with the statutory purpose areas and strategies. Proposed projects must address at least one purpose area and at least one strategy, but do not need to address multiple purpose areas or strategies in order to receive support.

Statutory Program Purposes

By statute, funds under the Rural Program may be used for the following purposes:

- To identify, assess, and appropriately respond to child, youth and adult victims of domestic violence, dating violence, sexual assault and stalking in rural communities, by encouraging collaboration among domestic violence, dating violence, sexual assault, and stalking victim service providers; law enforcement agencies; prosecutors; courts; other criminal justice service providers; human and community service providers; educational institutions; and health care providers;
- To establish and expand nonprofit, nongovernmental, State, tribal, territorial, and local government victim services in rural communities to child, youth, and adult victims;
- To increase the safety and well-being of women and children in rural communities by dealing directly and immediately with domestic violence, dating violence, sexual assault, and stalking occurring in rural communities; and creating and implementing strategies to increase awareness and prevent domestic violence, dating violence, sexual assault, and stalking.

Strategies to Implement Program Purposes

Applicants must use at least one of the following strategies, as listed in 42 U.S.C. § 13971(b), in implementing at least one of the above statutory program purposes:

- Implement, expand, and establish cooperative efforts and projects among law enforcement officers, prosecutors, victim advocacy groups, and other related parties to investigate and prosecute incidents of domestic violence, dating violence, sexual assault, and stalking;
- Provide treatment, counseling, advocacy, and other long- and short-term assistance to adult and minor victims of domestic violence, dating violence, sexual assault, and stalking in rural communities, including assistance in immigration matters;
- Work in cooperation with the community to develop education and prevention strategies directed toward such issues.

Areas of Interest

In 2009, the Rural Program has an interest in projects that:

- Develop Sexual Assault Response Teams (SARTs) and support Sexual Assault Nurse Examiners (SANE/SAFEs) to actively respond to sexual assault victims;
- Involve faith-based and/or community-driven initiatives to address violence against women among diverse and traditionally underserved populations. If this interest area is included in your application, you must illustrate capacity and expertise in the budget and MOU sections;
- Establish or enhance partnerships to provide services for rural victims, including partnerships with child protection agencies, social services agencies, immigration assistance providers, schools, medical providers, and the faith community;
- Establish or enhance a coordinated community response with active partnerships among nonprofit victim service agencies, law enforcement, pre-trial service personnel, prosecution, judges and other court personnel, probation and parole, schools, and faith- and/or community-based organizations.

Program Guidelines

Direct Legal Representation

Grant funds may not be used to provide legal representation in civil and criminal matters, such as family law cases (divorce, custody, visitation and child support), housing cases, consumer law cases and others. Grant funds may be used to provide legal representation to victims of domestic violence, dating violence, sexual assault and stalking **only** in the limited context of protection order proceedings.

Supervised Visitation

Grant funds may not be used to provide supervised visitation programs.

Family Violence

Grant funds may not be used to directly address other family violence issues such as violence perpetrated by a child against a parent, violence perpetrated by a parent against a child, except in cases involving child sexual abuse, or violence perpetrated by a sibling against another sibling.

Services to Children

With the exception of child sexual abuse, grant funds may be used to address services for children only in cases linked to services provided to an adult victim of domestic violence, dating violence, sexual assault and/or stalking.

Activities That May Compromise Victim Safety

Ensuring victim safety is a 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;
- Case management that does not ensure the confidentiality of victims;
- Mediation or counseling for couples as a systemic response to domestic violence;
- Batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior;
- Procedures that would force victims to testify against their abusers or impose sanctions on them for refusing to do so;
- Procedures that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their age, immigration status, race, religion, sexual orientation, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;
- Policies or practices that discourage accepting cases for victims who do not have physical evidence;
- Crafting policies that require a victim to report a sexual assault to law enforcement or cooperate with the criminal justice system;
- Failing to conduct safety planning with victims; and
- Promoting procedures that would require victims to seek legal sanctions against their abuser (e.g., seek a protection order or file a formal complaint).

Unallowable Activities

Grant funds under the Rural Program may not be used for any unauthorized purposes, including but not limited to, the following activities:

- Lobbying;
- Fundraising;
- Research projects;
- Anger management classes;
- Batterer's Intervention Programs that are not court-mandated;

- Purchase of certain law enforcement equipment, including uniforms, guns, bulletproof vests, and ammunition;
- Development and/or maintenance of websites; and
- Building construction or physical modifications to buildings, including minor renovations.

Performance Measures

To assist in fulfilling DOJ's responsibilities under the Government Performance and Results Act (GPRA), Pub. L. No. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
Strengthen partnerships for safer communities and enhance the Nation's capacity to prevent, solve, and control crime	1) The number and percentage of arrests relative to the number of police responses to domestic violence incidents; and 2) The number of victims receiving requested services funded by the Rural Program.	This information will be provided to OVW through semi-annual progress report forms. Please see http://muskie.usm.maine.edu/vawamei/attachments/pdf/forms/rural/ruralform.pdf for a sample form.

How to Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. Part of this initiative – Grants.gov – is a "one-stop storefront" that provides a unified process for all customers of Federal grants to find funding opportunities and apply for funding.

Grants.gov Instructions

Complete instructions can be found at www.Grants.gov. Please note that Grants.gov is not the Office of Justice Programs' (OJP) Grants Management System (GMS) through which OVW applicants have submitted applications in previous years. If applicants experience difficulties at any point during this process, they may call the Grants.gov Customer Support Hotline at **1-800-518-4726**.

Note: Grants.gov does not support the Microsoft Vista Operating system. The PureEdge software used by Grants.gov for forms is not compatible with Vista. Also, Grants.gov cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension ".DOCX." Please ensure the document is saved using "Word 97-2003 Document (*.doc)" format.

Note: The Office of Justice Programs (OJP) Grants Management System (GMS) does not accept executable file types as application attachments. GMS downloads applications from Grants.gov and is the system in which OVW reviews applications and manages awarded grants.

These disallowed file types include, but are not limited to, the following extensions: ".com", ".bat", ".exe", ".vbs", ".cfg", ".dat", ".db", ".dbf", ".dll", ".ini", ".log", ".ora", ".sys", and ".zip".

In addition, applicants must send **via overnight delivery** a complete hard copy of the original application, **dated by February 4, 2009** to:

**The Office on Violence Against Women
c/o Lockheed Martin Aspen Systems Corporation
OVW Rural Program
Mail Stop 2K
2277 Research Boulevard
Rockville, MD 20850
(301) 519-5000**

Certain assurances are agreed to electronically on Grants.gov. These do not need to be included in the hard copy submitted for consideration.

CFDA Number

The Catalog of Federal Domestic Assistance number for this program is 16.589, titled "Rural Program" and the funding opportunity number is OVW-2009-2001.

A DUNS number is required

The Office of Management and Budget requires that all business and nonprofit applicants for Federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at https://eupdate.dnb.com/requestoptions.asp?cm_re=HomepageB*TopNav*DUNSNumberTab.

Individuals are exempt from this requirement.

What an Application Must Include

Applicants must complete each of the following sections as part of their response to this solicitation. **It is the responsibility of the applicant to ensure that the application is complete. OVW will remove an application from further consideration prior to peer review if the application is incomplete.** For each section listed below, please note the corresponding maximum point value that may be assigned during the review process. The proposal should follow the order below for easy reading. **Please be sure to number each page of the application.** Peer reviewers will not receive materials submitted beyond those required by this solicitation.

Applications must use the following page format requirements:

- Double spaced
- 8½ x 11 inch paper
- One inch margins
- Type no smaller than 12 point, Times New Roman font

- No more than two pages each for Summary Data Sheet and Abstract
- No more than 5 pages for Status of the Project (if applicable)
- No more than 20 pages for the Program Narrative (Items D through G below)

Application for Federal Assistance (SF-424)

The SF-424 will be filled out online through Grants.gov. However, it should also be printed out and included in the hard copy that is submitted for consideration. The Catalog of Federal Domestic Assistance number for this program is 16.589 (block 10). Please be sure that the Federal amount requested on the SF-424 matches the amount in the submitted budget. Also, in block 7 (Type of Applicant), please do not select “other.”

Applicants must ensure that the contact information for the authorizing official and alternate contact is filled out correctly. The authorizing official is an individual authorized to accept grant funds on behalf of the jurisdiction or nongovernmental private entity applying. Please do not type in all capital letters.

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. To successfully submit an application, applicants must agree to all of these assurances and certifications without exception. Agreement to these assurances and certifications will be assumed upon receipt of an application received through Grants.gov.

OMB Tracking Form “Survey on Ensuring Equal Opportunity for Applicants” (DOJ Form 560)

All OVW applicants that are nonprofit private organizations are requested to fill out DOJ Form 560. This form will assist DOJ in ensuring that all qualified applicants, small or large, non-religious or faith-based, be provided equal opportunity to compete for Federal funding. This form will be completed online through Grants.gov. **You should not print it out for the hard copy original.**

Narrative (Total 65 Points)

The following narrative will be submitted as an attachment in Grants.gov. Note that the Program Narrative (Items D through G below) may not exceed 20 pages in total.

A. Summary Data Sheet

Please identify the following:

- Name, title, address, phone number, fax number, and e-mail address for the authorized official and point of contact.
- A list of other Federal grant programs from which the applicant agency currently receives funding or for which it has applied in Federal Fiscal Year 2009;
- Current grantees applying for continuation funding must provide the balance remaining in the grant as of the date of the application and the original award amount;
- The agency name and type of agency (e.g., local government, state government, tribal government, nonprofit organization, community-based) applying for funding;
- A list of organizations collaborating on the project. For continuation applicants, please indicate any partners that are new to the project as well as partners included in the previous award that would not be participating in this supplement, if funded;
- Whether this is a new or continuation application;

- Whether the applicant is from a rural or non-rural state;
- The rural area(s) or community(ies) to be served by the project;
- The population and square mileage of the region to be served;
- The Rural Program Statutory Program Purpose(s) and the Strategy(ies) addressed by this proposal; and
- The percentage of the budget, if applicable, that will be used for activities that meaningfully address sexual assault.

Note: Failure to respond to all requested information for this section will result in a deduction of points.

B. Abstract/Proposal Summary

The proposal abstract, when read separately from the rest of the application, is meant to serve as a succinct and accurate description of the proposed project and should concisely describe proposed project goals and objectives. Summaries of past accomplishments should be avoided in the abstract.

C. Status of the Current Project

Only applicants for continuation funding need to complete this section.

Applications that do not meet the criteria below may receive a deduction in points.

This section should be provided on a separate page as it is a separate section from the program narrative and does not count toward the page limits of the narrative. State what has been accomplished with previous funding under the Rural Program, including the following:

- A description of the goals and objectives from the prior grant period and a brief discussion of the status of the existing project;
- The status of any project products;
- Any unanticipated obstacles to project implementation;
- The approximate unobligated amount of award funds remaining as of February 4, 2009, the anticipated timeline for expenditure of all remaining funds within the grant award period, whether the grantee anticipates requesting a no-cost extension of the award, and the likely timeline for such a request;
- A description of the grantee's efforts to sustain part or all of the current project without Federal funds; and
- A list of all OVW-sponsored technical assistance events attended during the most recent project period of the current award, including the title, location and date(s) of each.

This section should be as clear and succinct as possible.

Additionally, current projects will be rated by OVW using the following criteria:

- Whether progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the current project, indicating progress toward meeting project goals and objectives, and demonstrate that the current project has progressed in a timely manner as outlined in the original proposal;

- Whether the grantee has demonstrated that past activities supported with Rural Program funds have been limited to program Purpose Areas;
- Whether the grantee has complied with all special conditions of its existing grant award from OVW;
- Whether the grantee has adhered to programmatic and financial reporting requirements;
- Whether the grantee has demonstrated a commitment to sustaining the project after Federal funds are no longer available;
- Whether the grantee has closed prior awards in a timely manner;
- Whether the grantee appropriately utilized and actively participated in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current award;
- Whether the grantee has received financial clearances on all current grants from DOJ;
- Whether the grantee has complied with the Office of Management and Budget audit requirement;
- Whether grant funds have been spent in a timely manner.

Applicants that currently receive funding under other OVW programs will also be evaluated for their performance under those programs.

Note: Applicants with an OVW grant history that failed to meet grant deadlines, did not comply with financial requirements, or did not comply with special conditions from previous grants may not be considered for funding.

D. Purpose of Application (10 points)

This section should briefly:

- Describe the problem to be addressed and how funding would alleviate it;
- Describe the community's service area in which the project would be implemented, including location, population, and demographic information;
- Identify the target population and state how the target population would benefit from the proposed project (please use current demographic information for the service area in order to be as specific and detailed as possible when describing the population to be served);
- Describe current services and gaps;
- Describe how the proposed project complements the State's STOP Violence Against Women Implementation Plan; and
- If the applicant has applied or is applying for multiple OVW grants, describe how this project compliments such other projects without duplicating efforts.

E. What Will Be Done (40 points)

This section should briefly:

- Detail the project goals and objectives;
- Describe the specific tasks and activities necessary for accomplishing each;
- Include a time frame that identifies when activities will be accomplished;
- Describe how additional funding will continue and/or enhance any existing projects (if applicable); and

- Describe any tangible products that will be generated (e.g., a video, a brochure, or curriculum), how they could be used, and what populations will benefit from their use. However, development of products is not a requirement of the Rural Program.

Note: Applications should be sure to only identify those Statutory Program Purposes and Strategies to Implement Program Purposes that the project will address and which are demonstrated throughout the rest of the application.

In addition, if applicants are proposing to use any technology (including, but not limited to, security systems, GPS, hotlines, and databases) they should explain how they plan to address any victim safety concerns that may arise from the use of the technology, such as confidentiality, safety planning, and informed consent.

F. Who Will Implement the Project (10 points)

All applicants must identify the agency(ies) or office(s) responsible for carrying out the project. This section should clearly identify *all* of the project partners, specifying their respective responsibilities, and the collaborative relationship to be developed or enhanced. A description of the expertise or experience of key staff should also be included.

Note: Applicants under this program may not issue a Solicitation/RFP redistributing these funds after receiving an award.

In addition, all applicants **are required** to enter into a formal collaboration with nonprofit, nongovernmental organizations serving victims of domestic violence, dating violence, sexual assault, and/or stalking. This may include faith-based or community organizations. Nonprofit, nongovernmental domestic violence, dating violence, sexual assault, or stalking victim service organizations must be involved in the **development and implementation** of the project.

Victim service organizations should meet all of the following criteria:

- Provide services to victims of domestic violence, dating violence, sexual assault, and/or stalking as one of their primary purposes and have demonstrated history of effective work concerning such issues;
- Address a demonstrated need in their communities by providing services that create options for victims seeking accountability and safety from perpetrator violence, promote the dignity and self sufficiency of victims, and improve their access to resources; and
- Avoid activities that compromise victim safety.

In developing an application for the Rural Program, applicants are encouraged to consider some important distinctions among the following:

- Victim assistants who work for government agencies (e.g., the police department or the district or city attorney's office);
- Victim advocates who represent nonprofit, nongovernmental domestic violence, dating violence, sexual assault, or stalking programs (e.g., shelters, rape crisis centers, advocacy groups or coalitions); and

- Legal representatives and advocates (e.g., students from law school clinics, paralegals, attorneys working for legal service agencies or independent attorneys).

While there is an important role for all victim advocates to play in the creation of a coordinated community response/multidisciplinary response to domestic violence, dating violence, sexual assault, and stalking, the participation of nonprofit nongovernmental domestic violence, dating violence, sexual assault, or stalking programs, whether faith-based or community organizations, is required in development and implementation of the project. This does not preclude applicants from requesting support for government agency victim services, but the budget and budget narrative must distinguish between the two and should include compensation for the contributions of nonprofit, victim service agencies. In addition, if funding is requested for both governmental and victim assistance and advocacy, the project narrative must explain how these different entities will collaborate.

Victim service providers can provide varying degrees of confidentiality, often depending on state, tribal, and Federal laws. This may affect what information about victims they can share with partners. Other partners may have legal limitations as well. Applicants should explain information sharing between partners, including how they will protect information that is confidential or privileged.

All applicants that are nonprofit, nongovernmental organizations serving victims of domestic violence, dating violence, sexual assault, and/or stalking must collaborate with at least one other project partner and must submit a Memorandum of Understanding.

G. Sustainability Plan (5 points)

As this is a competitive, discretionary program, there is no guarantee of continuation funding. Applicants are required to include a plan describing their commitment and capacity to continue the project if Federal funding through the Rural Program were no longer available.

Note: Continuation or supplemental funding is not guaranteed and applicants are always encouraged to seek additional means of support to sustain their current projects.

Budget Detail Worksheet and Narrative (Total 15 Points)

Each application must include a detailed budget and budget narrative for the project. This will be submitted as an attachment in Grants.gov. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the basis for the computation of all project-related costs. It should cover the cost of all components of the project. There must be a clear link between the proposed activities and the proposed budget items. The budget should include only those activities, products, and resources that are necessary for project implementation and discussed in the project narrative.

In developing the budget, applicants should fairly compensate all project partners for their participation in any project-related activities, including but not limited to, compensation for time and travel expenses to attend meetings or provide project development, training, and implementation. The budget **must** include compensation for all services rendered by project partners, including nonprofit, nongovernmental domestic violence, dating violence, sexual assault, and/or stalking victim services programs and State and tribal domestic violence and/or sexual assault coalitions.

Budget Caps

The following award limits are firm and also apply to applications for supplemental funding. Under no circumstances should the proposed budget exceed the following limits:

- Projects serving 1-4 rural counties will be eligible to receive up to \$350,000.
- Projects serving 5-8 rural counties will be eligible to receive up to \$700,000.
- Projects serving 9 or more rural counties will be eligible to receive up to \$900,000.

OVW has the discretion to make grants for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to award of a grant.

Budget Requirements

The following is a short list of budgetary guidelines:

- Applicants are strongly discouraged from requesting consultant rates in excess of \$450 per day.
- Applicants **may not** allocate any grant funds for building renovations. This includes such seemingly minor activities as painting or carpeting.
- Applicants may not use any OVW funds for conducting research. However, up to 1% of the budget may be allocated for the purpose of assessing the effectiveness of funded activities. For example, funds may be used to conduct pre- and post-testing of training recipients or victim satisfaction surveys. In conducting such testing or surveys, grantees may not collect, analyze, or disseminate any information identifiable to a private person during the course of assessing the effectiveness of funded activities.
- A contribution of non-Federal dollars (“match”) is not required for this program, but applicants are encouraged to maximize the impact of Federal dollars by contributing to the costs of their projects. Supplemental contributions may be cash, in-kind services, or a combination of both. Any non-Federal contributions can be discussed in the project narrative; however, these supplemental contributions should **not** be included in the budget or budget narrative.
- Access to current research and practice on violence against women through training and technical assistance can reduce staff burnout, improve project performance, and impact project sustainability. Therefore, OVW offers a wide range of training and technical assistance opportunities to all of its grantees. These offerings are specifically designed to assist grantees in meeting their goals and objectives and in complying with all relevant statutory and programmatic requirements. All applicants **are required** to allocate funds in the amount of \$15,000 for projects serving fewer than 5 rural counties and \$25,000 for projects serving 5 or more rural counties to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Applications selected for funding that do not include the entire recommended amount will not receive additional funds for this purpose, but will be required to adjust their budgets to cover these costs prior to final approval of the proposal. If the person attending the technical assistance offering is an employee of the applicant, the amount should be included in the “*Travel*” category; if the attendee is a partner of the applicant, the amount should be included in the “*Consultants/Contracts*” category. Be sure to label costs for this purpose as “OVW Technical Assistance.” Please provide an estimated

breakdown for this amount (include the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc.). OVW technical assistance is provided free of charge to grantees, so applicants do not need to include funds for registration fees. These funds are to be used **only** for OVW-designated technical assistance unless otherwise approved by OVW. Any training and technical assistance funds not used by the end of the grant period may not be reprogrammed and must be returned to OVW. Travel funds should be used to support travel by all partners, including nonprofit, nongovernmental victim services providers.

- Applicants are also encouraged to include funds in their budgets to attend Financial Management Training Seminars sponsored by the OJP's Office of the Chief Financial Officer. 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 http://www.ojp.usdoj.gov/training/fmts_general.htm.

A Sample Budget Detail Worksheet is available at <http://www.ovw.usdoj.gov/applicants.htm>. The budget and budget narrative should be submitted online as one attachment. When preparing these items, please use the Budget Detail Worksheet as a guide and be sure to include all necessary budget categories. The budget narrative should clearly describe the proposed amounts and uses of grant funds for the duration of the grant period and how the amounts of the specific budget items were determined. A sample of a completed budget is available at <http://www.ovw.usdoj.gov/applicants.htm>. However, it is not specific to this program so be sure to pay attention to the requirements of this solicitation including budget caps, length of awards, and unallowable activities.

Memorandum of Understanding (MOU) (Total 20 points)

Applicants are required to provide documentation that demonstrates they have consulted and coordinated in a meaningful way with partner organizations such as victim service organizations, law enforcement, pre-trial service personnel, prosecution, judges and other court personnel, probation and parole, schools, and faith- and/or community-based organizations. OVW requires this to be done by the submission of an MOU.

Each applicant must include, as an attachment, a current (**i.e., signed and dated during the development of the proposal**) MOU created and signed by the chief executive officers and/or directors of:

- Nonprofit, nongovernmental domestic violence, dating violence, sexual assault, and/or stalking programs, or other nonprofit, nongovernmental organizations that adequately demonstrate history and expertise in working with victims of domestic violence, dating violence, sexual assault, and/or stalking. Additionally, the organization should appropriately correspond with the proposed project. For example, if an application focuses mainly on sexual assault, then the nonprofit partner should have demonstrated expertise in sexual assault. **Applicants must illustrate this correlation in their MOUs.**
- All relevant criminal justice agencies participating in project development or implementation, (e.g., law enforcement, prosecution, the courts, and probation).
- Any other community agencies or organizations that will collaborate to implement the project.

Continuation applicants must develop a new MOU that reflects the continuation of project activities and include current dates and signatures from all relevant project partners.

The MOU must do the following:

- Identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- Specify the extent of each partner's participation in developing the application;
- Clearly state the roles and responsibilities each organization or agency would assume to ensure the success of the proposed project;
- Identify the representatives of the planning and development team who will be responsible for developing and implementing project activities and describe how they will work together and with project staff;
- Demonstrate a commitment on the part of all project partners to work together to achieve stated project goals;
- Indicate approval of the proposed project budget by all signing parties; and
- Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, and training).

In addition, OVW requires all grantees to complete a Semi-Annual Progress Report which may involve input from some or all project partners. In developing the MOU, applicants are encouraged to include a statement of the roles and responsibilities each organization would assume in meeting grant report requirements. For more information on these requirements, please refer to the section titled "Performance Measurement" at page 8.

A cornerstone of the Rural Program is the collaborative approach of the rural community in addressing the issues of domestic violence, dating violence, sexual and/or stalking. It is critical that this proposal be a collaboration of stakeholders in the rural community(ies) to be served. The MOU should outline each organization/agency's role and demonstrate that this proposal comes from all involved and not just the lead applicant.

The MOU should be a **single document** that includes signatures and dates from all partners. Separate signature pages for partners are not acceptable. Signatories should be sure to include their titles and agencies under their signatures. A sample MOU is available at <http://www.ovw.usdoj.gov/applicants.htm>.

Letters of support **may not** be submitted in lieu of the MOU.

Letter of Nonsupplanting

Applicants must submit a letter to OVW's Director, certifying that Federal funds will not be used to supplant State or local funds should a grant award be made. Please refer to <http://www.ovw.usdoj.gov/applicants.htm> for a sample letter.

Financial Capability Questionnaire

All nonprofit, nongovernmental organizations that apply for funding with OVW that have not previously (or within the last three years) received funding from OVW or OJP must complete a Financial Capability Questionnaire. The form can be found at http://www.ojp.usdoj.gov/funding/forms/financial_capability.pdf. Applicants should also include the cognizant Federal audit agency and fiscal year on the first page. In addition, be sure to submit the applicant organization's current year's audit report with the Financial Capability Questionnaire.

Indirect Cost Rate Agreement

If the applicant organization is requesting indirect costs for this project, please include a copy of the organization's current, signed indirect cost rate agreement. For additional information on this requirement, please visit <http://www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm>.

Eligible Service Area Documentation

Every application (whether from an applicant in a rural or non-rural state) must include a completed, printed-out version of Appendix A that demonstrates that the proposed area to be served is an eligible rural area or community as defined under the program. (Please see instructions in Appendix A). Applicants proposing to serve rural areas of a county that is partially eligible as a rural community must include a print-out of the census map documenting the rural census tracts to be served.

Note: Applications that do not include adequate documentation for each and every county to be served will not be considered for funding.

Service Area Map

Every application must include a map of the area to be served. A print-out of the census map should be included for partially eligible areas, demonstrating where the eligible rural census tracts are located within the county.

Note: Applications that do not include a map demonstrating the eligible area of a partially eligible county will not be considered for funding.

Selection Criteria

A. Purpose of the Application (10 points)

- The impact of current or prior efforts to prevent and reduce domestic violence, dating violence, sexual assault, and/or stalking in the jurisdiction;
- The need or continued need for the project;
- The description of the community to be served, including diverse, traditionally, underserved populations of victims of domestic violence, dating violence, sexual assault, and stalking and how the proposed project will address their needs;
- The description of the rural service area in which the project would be implemented, including location, population, and demographic information;
- The description of how the proposed project complements the State's STOP Violence Against Women Implementation Plan.

B. What Will be Done (40 points)

- The extent to which all project activities fall within the statutory scope of the program;
- The extent to which all project activities utilize strategies to implement program purposes;
- The extent to which proposed activities would address the need described;
- The extent to which project activities seem feasible and likely to succeed;
- The extent to which project activities can realistically be completed within the grant cycle;

- The extent to which the proposal does not include activities that compromise victim safety;
- The extent to which project activities are clearly described and reflect sound and/or innovative strategies to improve victim safety and offender accountability; and
- The extent to which the timeline clearly identifies when activities will be accomplished;
- The extent to which the proposal clearly describes any products to be developed, how they will be used, and what population will benefit.

C. Who Will Implement the Project (10 points)

- The extent to which the application clearly identifies the agency(ies) or office(s) responsible for carrying out the project;
- The extent to which the application clearly identifies all project partners, specifying their respective roles and responsibilities, and the collaborative relationship to be developed or enhanced;
- The extent to which the proposal describes the expertise or experience of key staff;
- The extent to which the application demonstrates that nonprofit, nongovernmental domestic violence, dating violence, sexual assault or stalking victim service organizations were involved in the development of the application and will be involved in the implementation of the project; and
- The extent to which the application demonstrates the collaboration with a faith- and/or community-based nonprofit, nongovernmental organization serving victims of domestic violence and/or sexual assault.

D. Sustainability Plan (5 points)

- The extent to which the applicant proposes feasible strategies to preserve project activities long-term; and
- The extent to which the application demonstrated a commitment and capacity to continue the project if Federal funding through the Rural Program is no longer available.

E. Budget (15 points)

- The extent to which the budget is complete, reasonable and cost-effective in relation to the proposed project, and is within established budget caps;
- The extent to which the budget reflects the 24 months of project activity and provides basis of computation of all project-related costs;
- The extent to which there is a clear link between the proposed activities and the proposed budget items;
- The extent to which all project partners are fairly compensated for their participation in any project-related activities;
- The extent to which the budget allocates funds to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers.

F. Memorandum of Understanding (20 points)

- The inclusion of a *current* (i.e., signed and dated during the development of the proposal), *single* MOU created and signed by the chief executive officers and/or directors of:
 - Relevant criminal justice agencies participating in project development and/or implementation (e.g., law enforcement, prosecution, the courts, and probation);
 - All faith-based and community nonprofit, nongovernmental domestic violence and/or sexual assault victim services organizations or community groups that represent the views and concerns of victims participating in the development and implementation of the project; and
 - Other community agencies or organizations that will collaborate to implement the project
- The extent to which the MOU demonstrates a meaningful partnership among the relevant agencies;
- The extent to which the MOU clearly identifies the partners and provides a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- The extent to which the MOU clearly identifies each partner's participation in developing the application;
- The extent to which the MOU clearly states the roles and responsibilities each organization or agency would assume to ensure the success of the proposed project;
- The extent to which the MOU clearly identifies the representatives of the planning and development team who will be responsible for developing and implementing project activities and describes how they will work together and with project staff;
- The extent to which the MOU clearly demonstrates a commitment on the part of all project partners to work together to achieve stated project goals;
- The extent to which the MOU clearly indicates approval of the proposed project budget by all signing parties; and
- The extent to which the MOU clearly describes the resources each partner would contribute to the project through time, in-kind contributions, or grant funds (e.g., office space, project staff, training).

In addition to the criteria above, all applications will be rated on the extent to which they provide all of the information set out in the solicitation and meet all of the criteria specified. In reviewing the applications, reviewers will evaluate the Narrative as a whole and the MOU separately.

Review Process

All applications will be subject to internal review by OVW staff and peer review and will be scored according to the criteria set forth in this solicitation. **If the application fails to meet the criteria listed below for the initial internal review, the application will not receive further consideration. If applications that are partially beyond the scope of the program are forwarded to external peer review, only those sections of the application that are within scope will be reviewed.** Criteria for the initial internal review follow:

- Whether the application is complete;
- Whether the proposed activities are within the scope of the program (see page 5);
- Whether all statutory eligibility criteria are met (see page 2);

- Whether the application proposes significant activities that may compromise victim safety (see page 7); and
- Whether the proposed budget is within the established limits (see page 5).

In addition, applications will be reviewed for prior compliance with Program and Office requirements and the status of current grant-funded activities. (See page 11 for further details on criteria for this review.) Applicants with an OVW grant history that failed to meet grant deadlines, did not comply with financial requirements, or did not comply with special conditions from previous grants may not be considered for funding.

OVW is committed to ensuring a competitive and standardized process for awarding grants. External peer reviewers will be reviewing the applications submitted under this solicitation. An external reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a DOJ employee. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations may include past performance, geographic distribution, regional balance, policy priorities, and available funding.

After the peer review is finalized, a financial review of all potential discretionary awards and cooperative agreements is conducted to evaluate the fiscal integrity and financial capability of applicants; examine proposed costs to determine if the budget and budget narrative accurately explain project costs; and determine whether costs are reasonable, necessary, and allowable under applicable Federal cost principles and agency regulations.

All final grant award decisions will be made by the OVW Director, who may also give consideration to past performance, geographic distribution, regional balance, policy priorities, and funding availability when making awards.

Additional Requirements

- Civil Rights Compliance;
- Confidentiality and Human Subjects Protections regulations;
- Anti-Lobbying Act;
- Financial and Government Audit Requirements;
- National Environmental Policy Act (NEPA) compliance;
- DOJ Information Technology Standards;
- Single Point of Contact Review;
- Non-Supplanting of State or Local Funds;
- Criminal Penalty for False Statements;

- Compliance with OJP’s Office of the Chief Financial Officer [Financial Guide](#);
- Suspension or Termination of Funding;
- Government Performance and Results Act (GPRA);
- Rights in Intellectual Property; and
- Federal Funding Accountability and Transparency Act (FFATA) of 2006.

We strongly encourage applicants to review the information pertaining to these additional requirements prior to submitting their applications. Additional information for each can be found at http://www.ojp.usdoj.gov/funding/other_requirements.htm. References to OJP and its components are deemed to refer to the OVW, as applicable.

OVW Application Checklist

Applicants must submit a fully executed application to OVW via overnight delivery, including all required supporting documentation. Applications will not be accepted via facsimile. **Although most parts of the application need to be submitted through Grants.gov as well as in hard copy form, it is the hard copy that will be reviewed.** Applications submitted via Grants.gov must be in the following word processing formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt). Please use logical titles when saving and uploading documents. For example, the narrative section of the application could be saved as “narrative.txt.”

Complete applications should include the following:

- The SF-424;
- Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug Free Workplace Requirements;
- The summary data sheet, project abstract, project narrative, and for continuation applicants, the status of the project;
- The budget, budget summary, and budget narrative;
- Letter of non-supplanting;
- An MOU;
- A current Indirect Cost Rate Agreement (if applicable);
- Financial Capability Questionnaire (if applicable);
- A print out of the Service Area Eligibility sheet (see Appendix A); and
- A Service Area Map.

Detailed instructions on how to use the Grants.gov system to submit applications online are available at www.Grants.gov. Also, a toll-free telephone number has been established for applicants to receive technical assistance as they work through the online application process, **1-800-518-4726**.

To help expedite the review process, applicants must send **via overnight delivery** a complete hard copy original of the application, **dated by February 4, 2009** to:

**The Office on Violence Against Women
c/o Lockheed Martin Aspen Systems Corporation
OVW Rural Program
Mail Stop 2K
2277 Research Boulevard
Rockville, MD 20850
(301) 519-5000**

Appendix A

Rural eligibility determination and documentation process

All eligible applicants must demonstrate that the target area to be served is a rural area or community, as defined by 42 U.S.C. § 13925(a)(21). For the purpose of the Rural Program, a *rural area or community* is defined as (a) any area or community, respectively, not part of which is within an area designated as a standard metropolitan statistical area by the Office of Management and Budget; or (b) any area or community, respectively, that is (i) within an area designated as a metropolitan statistical area or considered part of a metropolitan statistical area; and (ii) located in a rural census tract. Applications must include documentation that the target area to be served is a rural area or community AND a service area map identifying the area to be served.

For the purpose of this solicitation, the Office on Violence Against Women is referring applicants to two different federal websites providing tools for rural program applicants to determine eligible service areas. These are: <http://datawarehouse.hrsa.gov/RuralAdvisor/> and <http://factfinder.census.gov/>.

The following instructions will assist applicants in determining whether the areas in which they are proposing their projects is designated as “rural” using the definitions above. The following also includes instructions on how to obtain the necessary documentation confirming your eligibility, which is required to be included with your application. **Applicants that do not provide the required documentation demonstrating that the areas to be served meet the Rural Program definition of a rural area or rural community will not be considered for funding.**

Determining Eligible Service Areas

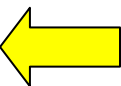
The following is a step-by-step guide to determine the eligibility of your service area.

1. Identify the county(ies) to be served by this project.
2. Click on the following link: <http://datawarehouse.hrsa.gov/RuralAdvisor/>
3. Select the state or territory in the drop down menu.
4. Select the county in the drop down menu.
5. One of the following three messages will appear:

Example 1 (eligible service area):

State or Territory:	<input type="text" value="Colorado"/>
County or equivalent:	<input type="text" value="Archuleta County"/>
	<input type="button" value="Reset"/>
	(or: Check Rural Health Grants Eligibility by Address)

Yes! All locations in this county (Archuleta County, Colorado) are eligible for Rural Health Grants.

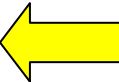


- A) For each county found fully eligible as a rural service area through this tool (Example 1), please print out this web page documenting eligibility and attach to your application.

Example 2 (partial eligible service area):

State or Territory:	Colorado
County or equivalent:	Arapahoe County
	<input type="button" value="Reset"/>
	(or: Check Rural Health Grants Eligibility by Address)

Some parts of this county (Arapahoe County, Colorado) are eligible for Rural Health Grants. Please use the hyperlink above to check by specific address.

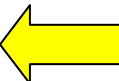


- B) In this instance, the applicant needs to continue with the eligible service area determination process as described below.

Example 3 (ineligible service area):

State or Territory:	Colorado
County or equivalent:	Boulder County
	<input type="button" value="Reset"/>
	(or: Check Rural Health Grants Eligibility by Address)

No location in this county (Boulder County, Colorado) is eligible for Rural Health Grants.



- C) Although the county has been determined as an ineligible service area, there may be individual rural census tracts within the county. To determine which, if any, census tracts are rural, please complete the following.
- For each county found to have partial or ineligible rural service areas through this tool (Examples 2 and 3), the applicant will have to continue with the service area eligibility determination process. Please proceed to the following:
http://factfinder.census.gov/servlet/DatasetMainPageServlet?_program=DEC&_submen%20uld=datasets_1&_lang=en
 - On the right column click on "custom table"
 - On the tabs at the top, click on "geo within geo"
 - Under "Show Me All" select "Census Tracts" from the drop-down list
 - Under "Within" select "County"
 - Under "Select a State" select your state
 - Under "Select a County" select your county
 - Under "Select one or more geographic areas and click 'Add'" select "All Census Tracts"
 - Click "Add"
 - Click "Next"
 - Select "P2 Urban and Rural" and click "Go"
 - In the next box select "urban" and "rural" and click "Add"
 - Click "Next"

19. Click on “Show Result”
20. Any census tracts identified via ***this*** tool where more than 50% of the total population is listed as “rural” are eligible rural census tracts. Please print out this web page documenting eligibility and attach to your application. Clearly mark which census tracts are eligible.

Mapping Eligibility

The following is a step-by-step guide to mapping your service area.

For all counties with fully eligible rural service areas, please provide a map identifying the location of the county(ies) in the state.

For each county that is determined to have a partial rural service area, please provide a map identifying where the eligible rural census tracts are within the county.

1. Click on the following link:
http://factfinder.census.gov/servlet/DatasetMainPageServlet?_program=DEC&_submen%20uld=datasets_1&_lang=en
2. On the right column click on “custom table”
3. On the tabs at the top, click on “geo within geo”
4. Under “Show Me All” click “Census Tracts”
5. Under “Within” select “County”
6. Under “Select a State” select your state
7. Under “Select a County” select your county
8. Under “Select one or more geographic areas and click 'Add'” select the eligible census tracts
9. Click “Map It”
10. Print the map and include as an attachment to your application.