

U.S. Department of Justice  
Office on Violence Against Women (OVW)



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# OVW Fiscal Year 2011 Rural Sexual Assault, Domestic Violence, Dating Violence and Stalking Assistance Program

## Eligibility

Applicants are limited to States, Territories, Indian Tribes, Local Governments and nonprofit, public, or private entities, including Tribal nonprofit organizations.  
(See "Eligibility," page 5)

## Deadline

To ensure all applicants have ample time to complete the registration process through Grants.Gov, applicants should register online with Grants.gov by March 8, 2011.  
All applications are due by **11:59 p.m. E.T. on March 22, 2011.**  
(See "Deadline: Application," page 4)

## Contact Information

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

**In Fiscal Year 2011, OVW applications will be submitted through Grants.gov.** For further information and assistance, please see the OVW Grant Program Solicitation Reference Guide at <http://www.ovw.usdoj.gov/docs/resource-guidebook.pdf>.

**Grants.gov Number assigned to announcement OVW-2011-2907**

**All applicants will be notified of the outcome of their applications by September 30, 2011.**

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# **OVW FY2011 Rural Sexual Assault, Domestic Violence, Dating Violence and Stalking Assistance Program (CFDA 16.589)**

## **Overview**

This solicitation contains information on how to apply for the FY2011 Rural Sexual Assault, Domestic Violence, Dating Violence and Stalking Assistance Program. For general information on applying for all OVW grant programs, please see the OVW Fiscal Year 2011 Grant Program Solicitation Reference Guide (Reference Guide) at <http://www.ovw.usdoj.gov/docs/resource-guidebook.pdf>. All applicants should read carefully both this solicitation and the Reference Guide before beginning the application process.

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

Victims of sexual assault, domestic violence, dating violence, and stalking in rural communities face unique challenges and barriers to receiving assistance 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. These factors also complicate the ability of the criminal justice system to investigate and prosecute sexual assault, domestic violence, dating violence, and stalking cases. In addition, socio-cultural, economic, and geographic barriers create difficulties for victim services providers to identify and assist victims of these crimes.

Recognizing this, Congress established the Rural Domestic Violence and Child Victimization Enforcement Grant Program (Rural Program) with the passage of the Violence Against Women Act (VAWA) in 1994 and reauthorized it in the Violence Against Women Act of 2000. The Violence Against Women and Department of Justice Reauthorization Act of 2005 (VAWA 2005) expanded the scope of the 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 title of the program was revised to reflect these changes. The primary purpose of the Rural Program is to enhance the safety of rural victims of sexual assault, domestic violence, dating violence and stalking and support projects uniquely designed to address and prevent these crimes in rural areas. The Rural Program welcomes applications that propose innovative solutions to achieving this goal and encourages collaboration among criminal justice agencies, victim services providers, social services agencies, health professionals, and other community organizations to overcome the problem of sexual assault, domestic violence, dating violence, and stalking and ensure that victim safety is paramount while providing services to victims.

### **Changes to the program in 2011**

Several changes have been made to the Rural Program for the 2011 Solicitation. Please read the instructions carefully. Reviewers base their evaluations upon the information applicants provide within their proposals in response to the guidance contained within this solicitation. Therefore, it is very important for applicants to prepare a clear, concise, well-organized

document. Proposals should follow the format outlined within this document, addressing the elements for each section. If a particular item is not applicable, clearly state this in the proposal. Proposals that do not follow the instructions or do not include all required elements may be removed from further review and may not be considered for funding.

### **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](http://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 7<sup>th</sup> Street, N.W., 8<sup>th</sup> Floor  
Washington, DC 20531

## **Deadline: Registration**

The Grants.gov registration deadline is March 8, 2011. For more information on the process of registering and applying in Grants.gov, please see the [Reference Guide](#) at pages 15-19.

## **Deadline: Application**

An application submission is complete if (a) a hard copy of the entire application, with original signatures, has been submitted via overnight delivery on or before the deadline and (b) the application has been submitted through Grants.gov. Both electronic and hard copy submissions are required.

The deadline for applying for funding under this announcement is **March 22, 2011, 11:59 p.m. E.T.** A hard copy must be sent via an overnight delivery method, date stamped by the shipping company on or before **March 22, 2011** to:

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

Applicants are strongly encouraged to submit their applications well in advance of the deadline to ensure a successful submission through Grants.gov. For information on OVW's policy for late applications, please see the Reference Guide at pages 17-19.

## Eligibility

**It is very important that you review this information carefully. Applications that are submitted by non-eligible entities will be screened out during an initial review process and omitted from further review.**

### Eligible Applicants

By statute, eligible entities for this program are:

- States;
- Indian Tribes;
- Territories;
- local governments; and
- nonprofit (public or private) entities, including Tribal nonprofit organizations.

### Eligible Service Area

To be eligible for a grant, the applicant must:

- Propose to serve a *rural area* or *rural community*, as defined by 42 U.S.C., § 13925(a)(21) to mean (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. Please note that all service areas outside of this definition are ineligible;
- Identify all eligible areas to be served by the project as defined by county(ies) and/or census tract(s); and
- Provide required documentation to determine the proposed project service area(s) or community(ies) are rural and include a map locating the area(s) to be served. ***Please see Appendix A for instructions as to how to document these requirements.***

### Additional Eligibility Requirements

- Applicants located in non-rural areas and/or in agencies serving both rural and non-rural areas must demonstrate how the requested funding and proposed project benefits the rural area(s) and/or rural community(ies).
- Eligible applications must include a nonprofit, nongovernmental or tribal, sexual assault and/or domestic violence service provider as the lead applicant and/or a formal project partner, as demonstrated through a required memorandum of understanding (MOU).

## OVW FY 2011 Rural Program – Specific Information

### Types of Applicants

In FY 2011, OVW will accept applications for the Rural Program from applicants who are currently receiving and/or have previously received funding under the Rural Program and whose funding will expire on or before September 30, 2011. The FY 2011 Rural Program will also accept applications from applicants that have not previously received funding under this program. **Grantees that received new or supplemental funding for 24 months in FY 2010 are not eligible to apply.** Eligible current grantees may apply for continuation or supplemental funding to support on-going activities or enhance projects.

Current grantees should note that additional funding is not guaranteed. All applicants are subject to the same review criteria, with no preference given to current or new grantees.

Additionally OVW will only accept one application per eligible entity for the Rural Program.

### 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. Funding is not guaranteed.

### 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. **Applicants from statutorily defined rural states must also submit the eligibility and service area documentation as identified above.**<sup>1</sup>

In addition, by statute, no less than 25% of Federal Fiscal Year 2010 appropriated funds will be set aside for activities that meaningfully address sexual assault in rural communities.<sup>2</sup>

Priority will be given to the needs of underserved populations.

### Award Period

The award period for these grants will be 3 years: October 1, 2011 – September 30, 2014.

**Budgets must reflect thirty-six (36) months of project activity, and the total “estimated funding” (block 15) on the SF-424 must reflect thirty-six (36) 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 costs. Requests should be tied to a specific project or proposal. Rural Program funds for FY 2011 will be awarded based on the following guidelines:

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<sup>1</sup> 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.

<sup>2</sup> This may be larger based on the size of the appropriation. Based on historical appropriation amounts, the set aside has remained at 25%.

- There is no maximum award amount;
- All applicants should ensure the amount requested does not exceed the level of effort necessary to complete the proposed project;
- The dollar amount requested should be based upon what is needed to carry out the tasks identified within the project proposal;
- Although there are no budget caps this fiscal year, it is unlikely that grant awards will exceed \$1 million in funding; and,
- 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.

### **Program Scope**

The scope of the Rural Program is defined by the following statutory program purposes. Proposed activities must be consistent with the statutory program purposes.

#### 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 sexual assault, domestic violence, dating violence, and stalking **in rural areas or rural communities**, by encouraging collaboration among sexual assault, domestic violence, dating violence 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 areas or rural communities** to child, youth, and adult victims;
- To increase the safety and well-being of women and children **in rural areas or rural communities** by dealing directly and immediately with sexual assault, domestic violence, dating violence and stalking occurring in rural areas or rural communities; and creating and implementing strategies to increase awareness and prevent sexual assault, domestic violence, dating violence and/or stalking.

Grant funds may support eligible entities to carry out programs serving rural areas or rural communities that address sexual assault, domestic violence, dating violence and/or stalking by:

- Implementing, expanding, and establishing cooperative efforts and projects among law enforcement officers, prosecutors, victim advocacy groups, and other related parties to investigate and prosecute incidents of sexual assault, domestic violence, dating violence and/or stalking;
- Providing treatment, counseling, advocacy, and other long- and short-term assistance to adult and minor victims of sexual assault, domestic violence, dating violence and stalking in rural communities, including assistance in immigration matters; and
- Working in cooperation with rural areas and rural communities to develop education and prevention strategies directed toward such issues.

FY 2011 Rural Program Areas of Special Interest

- ***Innovative strategies to address the geographical isolation and economic constraints faced by victims in rural communities*** to bring services to the rural victim of sexual assault, domestic violence, dating violence and/or stalking; to transport rural victims to service centers; and/or to increase access to health services for women in rural areas;
- ***Develop, enhance, or strengthen programs to address stalking***, such as establishing or developing specialized staff or units to investigate and prosecute stalking cases; providing support to victims of stalking in the form of dedicated advocates; development of linkages to community-based agencies to provide stalking victims with immediate intervention and long-term assistance to include safety planning; training on various stalking issues; and/or projects that address the intersection of partner stalking and sexual abuse are encouraged;
- ***Initiatives that address sexual assault, domestic violence, dating violence and stalking for diverse and traditionally underserved populations***, such as: American Indian and Alaskan Native individuals; immigrants; gay, lesbian, bisexual, transgender and questioning (GLBTQ) individuals; individuals with disabilities; and individuals experiencing abuse in later life. These are examples of traditionally underserved populations, however, the list is not all-inclusive. Applicants are strongly encouraged to explore, identify and propose projects for the underserved populations that exist within targeted eligible service areas;
- ***Developing or enhancing services specifically for sexual assault victims***, such as long-term therapy and support; advocacy and accompaniment for a sexual assault victim or a victim of child sexual assault at a health care facility during a medical forensic examination; and specially-trained Sexual Assault Nurse Examiners (SANEs) and/or Sexual Assault Forensic Examiners (SAFEs) to conduct medical forensic examinations for sexual assault victims; programs designed to establish or enhance community collaboration with mental health and substance abuse services; and/or outreach programs and services targeting teen or college-aged victims;
- ***Initiatives that address child sexual assault***, such as providing appropriate immediate intervention services to the child sexual assault victims or serving adults molested as children, and supporting efforts to provide services to the victim's non-offending family members and/or significant others. Additionally, services to provide appropriate long-term counseling, support, and education in an effort to prevent revictimization; and,
- ***Outreach efforts such as satellite offices located in the rural areas or rural communities*** targeted, and/or other outreach methods for providing project activities in areas where services have not been available previously, and bringing services to rural populations that experience geographical isolation or significant transportation problems where victims of these crimes are not directly able to reach the nearest shelter or rape crisis center, such as providing services through community partners, faith-based organizations, and others.

Out-of-Scope Activities

During the OVW internal review, applications that are partially out of scope will receive up to a 25-point deduction. Applications that propose projects that are substantially outside the scope of the Rural Program statutory purpose areas will be disqualified from further funding

consideration. The following activities have been determined to be out-of-scope, as explained below:

- Supervised visitation programs;
- Legal services in civil and criminal matters, such as family law cases (divorce, custody, visitation and child support), housing cases, consumer law cases and other legal services for victims of sexual assault, domestic violence, dating violence, and stalking, beyond assistance in seeking protection orders and limited immigration matters (i.e. U-visas). Legal representation may be provided to victims of sexual assault, domestic violence, dating violence, and stalking in the context of protection order proceedings and limited immigration matters;
- Services to children for anything other than child sexual assault or teen dating violence and sexual assault, or services beyond ancillary services provided to a victim's child when there is an inextricable link between the child's need for services and a parent's victimization and as a direct result of providing victim services for the parent. For example, funds may support services for children of battered clients residing in a shelter;
- Broad-scoped education and prevention for elementary, middle or high school students not specifically related to child sexual abuse and/or dating violence or sexual assault, such as "bullying" or "character building" educational programs. However developing prevention, education and outreach programs and materials for sexual assault, domestic violence, dating violence and/or stalking are encouraged; and
- Grant funds may not be used to directly address child abuse, or other family violence issues such as violence perpetrated by a child against a parent, or violence perpetrated by a sibling against another sibling.

#### Unallowable Activities

Grant funds under the FY 2011 Rural Program may not be used for any unauthorized purposes, including but not limited to the following activities:

- Lobbying
- Fundraising
- Research projects
- Purchase of real property
- Construction
- Physical modifications to buildings, including minor renovations (such as painting or carpeting)
- Purchase of certain law enforcement equipment, including uniforms, guns, bulletproof vests, and ammunition
- Counseling not directly related to domestic violence, dating violence, sexual assault and/or stalking;
- Issuing a solicitation/RFP to redistribute any or all of the awarded grant funds after receiving a direct award.

### Activities That May Compromise Victim Safety and Recovery

The following activities have been found to jeopardize victim safety, deter or prevent physical and emotional healing for victims, or allow offenders to escape responsibility for their actions. OVW strongly encourages you **not** to include these activities in your application for funding:

- Practices that fail to conduct safety planning with victims;
- Facility procedures and policies that fail to account for physical safety issues;
- Practices that fail to maintain the confidentiality of victims, such as failing to address the confidentiality of the victims' identity in case management and/or data collection systems;
- Requiring alternative dispute resolution, mediation or couples counseling as a systemic response to sexual assault, domestic violence, dating violence, and/or stalking;
- Offering perpetrators the option of entering pre-trial diversion programs;
- Requiring victims to seek legal sanctions against their perpetrator or offender (e.g., seek a protection order, file formal complaint; forcing the victim to testify against their perpetrator or offender);
- Imposing restrictive conditions on victims in order to receive services (e.g., requiring a sexual assault victim to report the offense to law enforcement to receive a medical forensic examination, counseling or advocacy services; requiring a domestic violence victim to seek a protection order or counseling as a precondition to services);
- Excluding victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their age, immigration status, race, ethnicity, religion, sexual orientation, mental health condition, physical health condition, work in the sex industry, or the age and/or gender of their children;
- Procedures that indicate criminal record background checks are performed on individuals presenting for services prior to individuals receiving services;
- Policies or practices that discourage prosecutors from accepting cases for victims who do not have physical evidence of domestic violence or sexual assault;
- Batterer's Intervention Programs that are voluntary and not court-mandated; and
- Offering anger management classes for offenders.

Ensuring victim safety should be central to all programs and projects being proposed. Activities that compromise victim safety and recovery will be a factor during review and may be considered as out-of-scope activities or may be cause for removing a proposal from consideration.

### Confidentiality

Applicants should be cognizant of victims' confidentiality. Please see Reference Guide p. 8 for more information.

## **How To Apply**

See the Reference Guide at pages 15-19 for instructions on "how to apply."

## **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 its application is complete by the deadline. OVW may remove an application from consideration prior to peer review if the application is substantially incomplete or received after the deadline**

**without prior permission as described in the Reference Guide at pages 17-19.** For each section listed below, please note the corresponding maximum point value that may be assigned during the peer review scoring process. The applicant should use headings and subheadings in the order below for ease of review. Peer reviewers may not receive any additional materials submitted beyond those required. For example, if an application includes a narrative that is 25 pages, the last five pages may be removed prior to peer review.

Applications must follow these requirements:

- 8½ x 11 inch paper
- One inch margins
- Type no smaller than 12 point, Times New Roman font
- Include a brief Summary Data Sheet (limited to one, single-spaced page)
- Include a Project Abstract (limited to one, single-spaced page)
- A list of all current OVW projects as described below (if applicable)
- No more than 20 double-spaced pages for the Project Narrative
- Word processing documents must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).

Your application will be scored on the following sections:

- Summary Data Sheet
- Project Narrative
- Budget Detail Worksheet and Narrative
- Memorandum of Understanding (MOU)

We reserve the right to deduct points if any of the following materials are missing:

- Summary Data Sheet (please limit to one single-spaced page)
- Proposal Abstract
- Summary of Current OVW Projects [If appropriate]
- Application for Federal Assistance (SF-424)
- Standard Assurances and Certifications Regarding Lobbying; Debarment; Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)
- Letter of Nonsupplanting
- Financial Capability Questionnaire [If appropriate]
- Indirect Cost Rate Agreement [If appropriate]
- Proof of Non-profit Status [If appropriate]

An application is considered substantially incomplete if any of the following sections are not included and/or not fully completed:

- Project Narrative
- Budget Detail Worksheet and Narrative
- Memorandum of Understanding (MOU)
- Eligible Service Area Documentation

Applications that do not include the above sections or include information that is only partially complete may not be forwarded to peer review for consideration, and may be omitted from further funding consideration.

Sections I through XIV below describe the specific elements of a complete application.

**I. Summary Data Sheet (5 Points)**

Please list the following information on a single page. The Summary Data Sheet should be a separate attachment to the application in Grants.gov and a separate section in the hard copy.

- Applicant agency name, address, and service area (area the applicant organization serves, defined by county and/or census tract);
- Name, title, address, phone number, and e-mail address for the authorized representative (Please see page 8 of the Reference Guide on who can be an authorized representative.);
- Name, title, address, phone number, and e-mail address for the grant point-of-contact;
- Statement as to whether the agency has expended \$500,000 in Federal funds in the past fiscal year for the applicant. Please specify the end date of the fiscal year;
- Indicate whether the applicant is a current Rural Program grantee;
- The title of the proposed project;
- The amount of funding requested;
- The service area of the proposed project (defined by county(ies) and/or census tract(s)), noting if the targeted areas are different from the organization's current service area;
- List of project partners being compensated, noting whether a project partner is a current Rural Program grantee; and
- The percentage of the budget, if applicable, that will be used for activities that meaningfully address sexual assault.

**II. Project Narrative (Total 60 Points)**

The following narrative should be a separate attachment to the application in Grants.gov and a separate section in the hard copy. The Project Narrative may not exceed 20 pages in length, double-spaced. Please number the pages of your narrative. Please use the section headers listed below and provide a comprehensive narrative that describes the purpose, objectives, activities, design and management of the proposed project:

**A. Purpose of Application (10 points)**

- Describe the geographic area to be served (size and demographics);
- Identify the problem (sexual assault, domestic violence, dating violence, and/or stalking) and describe the need (including target population, statistics, prevalence rates, example to support need) the project intends to address;
- Describe the services currently provided and resources available to address the problem in the service area, and explain why they are not sufficient;
- Describe how grant funding will address the identified problem and how the proposed project will help alleviate the gaps in services;
- If the project is to serve more than one county, specifically describe how services and/or activities will be accessed and/or implemented in each county;
- Describe how the proposed project complements the priorities included within the State's STOP Violence Against Women Implementation Plan (this is not required for applications from Tribal governments or nonprofit organizations); and,
- Describe how the proposed project will complement other OVW-funded projects (if applicable), and not duplicate efforts.

This section will be rated on the detail with which you provide the above information as well as the quality of the proposed activities plus the following criteria:

- The level of detail provided regarding the proposed service area and targeted population demonstrating the beneficiaries of the project;
- The level of detail provided regarding the problem to be addressed;
- The distinction between current services available within the community to address the needs identified and the gaps in services that currently exist to meet these needs;
- How the proposed services and activities will meet the need that exists;
- How the proposed project complements the priorities included within the State's STOP Violence Against Women Implementation Plan (this is not required for applications from Tribal governments or nonprofit organizations); and,
- How the proposed project will complement other OVW-funded projects (if applicable), and not duplicate efforts.

B. What Will Be Done (35 points)

Provide a full description of the project being proposed. It should be succinct, self-explanatory, and well organized so that reviewers can understand the proposed project.

- Describe the goals and objectives for the project;
- Describe the specific tasks and activities necessary for accomplishing each goal and objective;
- Prepare a timeline that identifies when the tasks and activities will be accomplished;
- Describe any tangible products (brochures, posters, curriculum, etc). that are proposed to be developed with grant funds. If none, indicate there are no products planned for this project;
- Detail what you are currently doing to address victim safety and autonomy;
- Describe how you plan to address victim safety and autonomy in the project; and
- Describe details of any proposed training or educational course content.

This section will be rated on the detail with which you provide the above information as well as the quality of the proposed activities plus the following criteria:

- How well the goals and objectives defined directly link to the needs described within the Purpose of the Application;
- How well the specific tasks and activities described relate to successfully meeting the goals and objectives described;
- How well the proposed project reflects one or more of the statutory purposes of the Rural Program;
- How well the timeline of the specific tasks and activities indicates that the project will be successfully implemented and completed within the timeline provided;
- How well the products that are proposed for creation or distribution with grant funds are described (if applicable);
- How well the proposed activities protect victim safety and confidentiality; and
- How measurable the described goals and objectives are.

C. Who Will Implement the Project (10 points)

In this section, applicants must;

- Describe the staff and resources that will be needed to implement the proposed project;
- Identify the agency (ies) or office(s) responsible for carrying out the activities included within the proposed project;

- Describe the expertise or experience of key staff, or include a description of the qualifications for any positions not filled; and
- Identify and describe the role of any and all project partners, specifying their respective responsibilities, and the collective relationship to be developed or enhanced. Information within the narrative should reflect the information contained within the Memorandum of Understanding (MOU) between the project partners.

All applications must involve a **nonprofit, nongovernmental or tribal sexual assault, domestic violence, dating violence, or stalking victim service organization in the development and implementation of the project.** Victim services organizations should meet all of the following criteria:

- Provide services to victims of sexual assault, domestic violence, dating violence, or stalking as one of their primary purposes and have a demonstrated history of effective work in this field;
- Address a demonstrated need in their communities by providing services that promote the dignity and self-sufficiency of victims, improve their access to resources, and create options for victims seeking safety from perpetrator violence; and
- Do not engage in or promote activities that compromise victim safety.

If the applicant is a nonprofit, nongovernmental organization serving victims of sexual assault, domestic violence, dating violence, and/or stalking, they must collaborate with at least one other project partner, and may certainly include more. All applicants must also submit a Memorandum of Understanding (MOU).

**Applications addressing a culturally or linguistically specific population must illustrate the capacity and expertise in addressing these underserved populations, either within their own agency, or in partnership with an agency or agencies that have a history of serving one or more of these specific underserved populations. Partnerships should be defined within the narrative and MOU, as well as appropriately compensated within the budget.**

This section will be rated on the detail with which you provide the above information as well as the quality of the proposed activities plus the following criteria:

- A clear link is provided to ensure that all specific activities and tasks are linked to a specific agency or organization to ensure that there is accountability;
- The application is either from or includes as a partner a nonprofit, nongovernmental organization serving victims of sexual assault, domestic violence, dating violence, and/or stalking;
- A description of the experience and expertise of all current or proposed key personnel is included;
- Key personnel have expertise relevant to the project; and
- Organizations necessary for successful implementation of the proposed project are identified as project partners.

**D. 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. Applicants

must also describe at least one locally, privately, State, or Federally funded project that the applicant has sustained in the past.

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

This section will be rated on the feasibility of the plan and the demonstration of commitment to continue the project if funds are no longer available.

### **III. Budget Detail Worksheet and Narrative (Total 15 Points)**

**For more information and samples, please see the Reference Guide at pages 11-14.** The Budget Worksheet and Narrative should be one attachment to the application in Grants.gov and a separate section in the hard copy.

In developing the budget, applicants should financially compensate all project partners for their participation in any project-related activities, including, but not limited to, compensation for time and travel expenses to participate in project development, training, and implementation. The budget **must** include compensation for all services rendered by project partners, including nonprofit, nongovernmental sexual assault and/or domestic violence victim services programs and State and Tribal sexual assault and/or domestic violence coalitions. If a partner is a State or local governmental agency and the partnership duties are conducted within the course of the agency's "regular" scope of work, the applicant does not need to compensate the partner if the partner a) offers this arrangement; and b) an explanation of this arrangement is included in the application.

#### Budget Limits

There are no funding caps for the FY 2011 Rural Program.

**OVW has the discretion to award 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

For budget guidelines, see the Reference Guide at pages 11-14. Additional guidance specific to this program is as follows:

##### *Training and Technical Assistance.*

All applicants **are required** to allocate funds in the amount of **\$15,000** to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Applicants from Alaska, Hawaii, and United States Territories should allocate **\$25,000** to account for higher travel costs. These specific applicants may exceed the budget caps to account for this increased travel amount. Please see the Reference Guide at pages 11-12 for more information on this requirement.

- Applicants are strongly discouraged from requesting consultant rates in excess of \$650 per day.
- 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 should be discussed in the project narrative; however, these supplemental contributions should not be included in the budget or budget narrative.***

A Sample Budget Detail Worksheet is available at <http://www.ovw.usdoj.gov/applicants.htm>. When preparing the Worksheet and Narrative, please use the Sample Budget Detail Worksheet as a guide and be sure to include all necessary budget categories as outlined in the Worksheet. The budget 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. The budget should demonstrate a clear link between the specific project activities and the proposed budget items. Specifically, the budget should not contain any items that are not detailed in the project narrative.

The budget narrative should support all costs included in the budget and justify the purpose of the costs in relationship to fulfilling the overall objective of the project. The narrative should also include a description of services being performed and how the cost is determined.

This section will be rated on the detail in the budget narrative plus the following criteria:

- The budget supports all costs related to fulfilling the overall objectives of the proposed project;
- The budget does not include any costs unrelated to the proposed project;
- The budget is reasonable and cost-effective;
- The budget narrative clearly describes the rationale for all costs proposed;
- The budget appropriately compensates project partners; and,
- The budget is consistent with and adheres to the OVW Financial Grants Management Guide.

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

Applicants may allocate grant funds to support activities that help to ensure that LEP persons have meaningful access to their programs. For example, grant funds can be used to support interpretation and translation services.

#### **IV. Memorandum of Understanding (MOU) (Total 20 points)**

Applicants are required to submit an MOU that demonstrates they have consulted and coordinated in a meaningful way with partner organizations such as victim service organizations, law enforcement agencies, pre-trial service providers, prosecutor’s offices, courts and other court organizations personnel, probation and parole agencies, schools, faith-based organizations, and/or other community organizations such as those addressing underserved populations. The MOU should be a single attachment to the application in Grants.gov and a separate section in the hard copy.

The MOU must be current (**i.e., signed and dated during the development of the proposal**) and must be signed by the chief executive officers and/or directors of:

- The applicant organization and all project partners, including: Nonprofit, nongovernmental sexual assault, domestic violence, dating violence, and/or stalking programs, or other

nonprofit, nongovernmental organizations or tribal organizations that adequately demonstrate their history and expertise in working with victims of sexual assault, domestic violence, dating violence, and/or stalking. Additionally, the organization should appropriately correspond to sufficiently meeting the goals, objectives and activities included within 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 demonstrate this correlation in their MOUs;**

- All relevant criminal justice agencies participating in the project development and implementation of goals, objectives and activities included within the proposed project (e.g., law enforcement, prosecution, the courts, and probation); and
- Any other agencies or organizations that will collaborate to implement the goals, objectives or activities included within the proposed project.

Applicants that have previously been funded under this program must develop a new MOU that reflects the continuation of project activities and includes current dates and signatures from all project partners.

The MOU must:

- 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 reporting requirements. For more information on these requirements, please refer to the section titled "Performance Measures" on page 22.

A cornerstone of the Rural Program is the collaborative approach of the rural community in addressing the issues of sexual assault, domestic violence, dating violence, and/or stalking. It is critical that this proposal be a joint effort of relevant stakeholders in the rural area(s)/community (ies) to be served. The MOU should outline each organization/agency's role and demonstrate that this proposal represents a coordinated approach to problem solving the issues addressed within the proposal.

The MOU should be a **single document** that includes signatures and dates from all partners. 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.

This section will be rated on the detail with which you provide the above information as well as the quality of that information plus the following criteria:

- The inclusion of a current (i.e., signed and dated during the development of the proposal), single MOU 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 agencies or organizations that will collaborate to implement the project as needed and/or appropriate;
- 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;
- 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).

#### **V. Proposal Abstract**

The Proposal Abstract should provide a short and accurate summary of your proposed project including its goals and objectives. Please do not summarize past accomplishments in this section. The Proposal Abstract should be a single page and should be a separate attachment to the online application in Grants.gov and a separate section in the hard copy.

The Proposal Abstract **must not** be submitted on the same page as the Summary Data Sheet.

#### **VI. Summary of Current OVW Projects**

For each current OVW Project, as defined in the OVW Reference Guide at page 9, please provide the following information:

- Identify grant by program, award number, and project period.
- Specify the total funds remaining in each grant as of the date of application.

- Provide the total funds remaining in each grant in the Personnel, Contracts/Consultants and Travel categories as of the date of application.
- List the names, dates, and locations of all OVW-sponsored training and technical assistance events in which project staff or project partners participated during the current grant award period.
- List the number and titles of all full-time and/or part-time positions.

This section should be clear and succinct. This should be a separate attachment to the application in Grants.gov and a separate section in the hard copy.

In addition to this information, OVW will evaluate the performance of the applicant in all current grants when considering this application. **Please note that applicants that are OVW grantees who have failed to meet grant deadlines, failed to comply with financial requirements, or failed to comply with special conditions from current or previous grants may not be considered for funding.**

#### **VII. Application for Federal Assistance (SF-424)**

Please see the Reference Guide at page 8 for additional information. In Block 7 (type of applicant), please do not select "other." This form will be filled out online and you should print out a copy for your hard copy submission.

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

Please see the Reference Guide at page 8 for additional information. These forms will be completed online and you should print out a copy for your hard copy submission.

#### **IX. Financial Accounting Practices**

Each applicant must prepare a response to the following questions. OVW will review the applicant's responses to assist in evaluating the adequacy of the organization's financial management system and to identify areas of need for training and technical assistance. This section of your application should be no more than two pages and should be a separate attachment to the online application in Grants.gov and a separate section in the hard copy.

- Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding?
- Does the applicant have written accounting policies and procedures? OVW may request a copy for review during the application/award process or as part of the grant monitoring process.
- Is the applicant's financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant?
- Does the applicant have procedures in place for minimizing the time elapsing between transfer of funds from the United States Treasury and disbursement for project activities?
- Does the applicant have effective internal controls in place to adequately safeguard grant assets and to ensure that they are used solely for authorized purposes? Please provide a brief description.
- Does the applicant have a documented records retention policy? If so, briefly describe the policy.
- Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations? If not, the

applicant must contact OVW's Grants Financial Management Division at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov) or 1-888-514-8556 immediately after the organization is notified of their award to coordinate training.

**X. Letter of Nonsupplanting**

Applicants must submit a letter to OVW's Director, signed by the Authorized Representative, 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/docs/nonsup\\_letter.pdf](http://www.ovw.usdoj.gov/docs/nonsup_letter.pdf) for a sample letter. This should be a separate attachment to the application in Grants.gov and a separate section in the hard copy.

**XI. Financial Capability Questionnaire**

Please see the Reference Guide at page 14 for additional information. This should be a separate attachment to the application in Grants.gov. This document does not need to be included in the hard copy.

**XII. Indirect Cost Rate Agreement**

Applicants that intend to charge indirect costs through the use of an indirect cost rate must have a Federally-approved indirect cost rate agreement. Please include a copy of a current, signed Federally-approved indirect cost rate agreement. Please see the Reference Guide at page 14 for additional information.

**XIII. Proof of Non-profit Status**

An applicant can provide proof of nonprofit status by submitting one of the following documents:

- (1) Proof that the Internal Revenue Service currently recognizes the applicant as an organization to which contributions are tax deductible under section 501(c)(3) of the Internal Revenue Code;
- (2) A statement from a State taxing body or the state's Secretary of State certifying that:
  - (i) The organization is a nonprofit organization operating within the State; and
  - (ii) No part of its net earnings may lawfully benefit any private shareholder or individual;
- (3) A certified copy of the applicant's certificate of incorporation or similar document that clearly establishes the nonprofit status of the applicant; or
- (4) Any item described in 1-3 above applies to a State or national parent organization, together with a statement by the State or parent organization that the applicant is a local nonprofit affiliate.

This should be a separate attachment to the application in Grants.gov and a separate section in the hard copy.

**XIV. Eligible Service Area Documentation**

***Every application (whether from an applicant in a rural or non-rural State) must include documentation that the proposed area to be served, in fact, meets the rural eligibility requirements. The requirements for documentation are two-fold and include a) printed***

**documentation; and b) a map of the service area. Instructions to complete the documentation process can be found in Appendix A.**

### **Documentation of Service Area**

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 tract data 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**

All applications will be rated on the criteria described in each section above. The total points possible for an application are 100 (5 points for Summary Data Sheet, 60 points for Narrative, 15 points for Budget, and 20 points for the MOU).

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

- Progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the current project, indicating timely progress toward meeting project goals and objectives;
- The grantee has demonstrated that past activities supported with OVW grant funds have been limited to program purpose areas;
- The grantee has complied with all special conditions of its existing grant award(s) from OVW;
- The grantee has adhered to programmatic and financial reporting requirements, including timely submission of required reports;
- The grantee has closed-out prior awards in a timely manner;
- 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;
- The grantee has received financial clearances on all current grants from OVW;
- The grantee has acted in a timely manner to resolve issues identified in an audit or an on-site financial or programmatic monitoring visit;
- The grantee has complied with the Office of Management and Budget single-audit requirement; and
- Grant funds have been spent in a timely manner.

OVW grantees who have 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. In addition, if an applicant is on the DOJ High Risk Grantee list, OVW will take this into consideration in making award determinations.

## Review Process

OVW uses a three-phased review process, which includes an initial internal review, an external peer review, and a secondary internal review. The total points possible for an application are 100 (5 points for Summary Data Sheet, 60 points for Narrative, 15 points for Budget, and 20 points for the MOU). Although all applicants will be rated on the criteria described in the preceding sections, OVW will specifically consider the following selection criteria during each phase of the review process. If OVW determines that an application does not meet the stated criteria, the application may not move forward for the subsequent reviews. During the OVW internal review, applications that are partially out of scope will receive up to a 25-point deduction. Applications that propose projects that are substantially outside the scope of the Rural Program statutory purpose areas will be disqualified from further funding consideration.

### Questions for the Initial and Secondary Internal Reviews

- Does the applicant meet all statutory eligibility criteria (see page 5)?
- Is the application complete?
- Are the proposed activities within the scope of the program (see page 7)?
- Does the application propose significant activities that may compromise victim safety (see page 10)

Additionally, current projects will be rated by OVW using the criteria listed on this page.

OVW grantees who have failed to meet grant deadlines, have not spent grant funds in a timely manner, did not comply with financial requirements, or did not comply with special conditions from previous grants may not be considered for funding. In addition, if an applicant is on the DOJ High Risk Grantee list, OVW will take this into consideration in making award determinations.

### External Peer Review Panels

OVW will establish panels comprised of experts and practitioners to review applications. Each panel will review the information provided in the proposal against the selection criteria for the program.

### Secondary Internal Review

Following formal peer review, a second internal review will be conducted, which will include, but not be limited to, the geographic distribution of the applications, the ratio of population to services, the extent to which the applications will address the demonstrated needs of an underserved population, and agency and statutory priorities.

## Performance Measures

All OVW grantees are required to submit annual and/or semi-annual progress reports, which will be provided to you should you be selected for an award.

For more information, see the [Reference Guide](#) at pages 19-22.

## Notice of New Post-Award Reporting Requirements

Applicants should anticipate that all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), will be required to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding.

It is expected that reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at <https://www.fsrs.gov>. Additional guidance on reporting will be provided in the near future by OVW and/or the Office of Management and Budget (OMB).

Please note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

## Additional Requirements

For information on additional requirements that apply to all OVW applicants and grantees, see the [Reference Guide](#) at pages 23-24.

## Public Reporting Burden

### Paperwork Reduction Act Notice

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this form is 30 hours per form. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street, NE, Washington, DC 20530.

## Application Checklist

Applicants must submit a fully executed application to OVW via overnight delivery, including all required supporting documentation. If you do not have the ability to upload signed documents, you may upload an unsigned version and include the signed original in the hard copy of the application. **Applications will not be accepted via facsimile.**

Application Document	Required?	Completed?
1. Standard Form 424	Yes	
2. Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)	Yes	
3. Financial Accounting Practices	Yes	
4. Summary Data Sheet	Yes	
5. Proposal Abstract	Yes	
6. Summary of Current OVW Projects	Yes, if applicable	
7. Narrative - The following sections must be included:	Yes	
Purpose of Application	Yes	
What will be Done	Yes	
Who will Implement	Yes	
8. Budget, Budget Narrative and Budget Summary	Yes	
9. Memorandum of Understanding (MOU)	Yes	
10. Letter of Nonsupplanting	Yes	
11. Financial Capability Questionnaire (nonprofits only)	If applicable	
12. Indirect Cost Rate Agreement (only if the applicant has a current Federally-approved rate)	If applicable	
13. Proof of Non-Profit Status (use only if a non-profit organization)	If applicable	
14. Eligible Service Area Documentation - The following sections must be included:	Yes	
Documentation of Eligibility	Yes	
Map of Eligible Service Areas	Yes	

Applicants must send **via overnight delivery** a complete hard copy original of the application, **date stamped by the shipping company on or before March 22, 2011** to:

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

In addition, applications must be submitted through Grants.gov.

**APPENDIX A**

**Rural Eligibility Determination and Documentation Process**

## Appendix A

### Rural Eligibility Determination and Documentation Process

All eligible applicants must demonstrate that the targeted area to be served is a rural area or community, as defined by the Statute. 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. Rural grant funds ***may not*** be used to serve victims residing in census tracts that are not rural.

The following instructions will assist potential applicants in determining whether the areas in which they are proposing to serve victims is designated as “rural” using the definitions above. Once eligibility is determined, the following instructions also include instructions on how to obtain the necessary documentation confirming your eligibility, which is required to be included with your application.

***Applications that do not provide the required a) documentation supporting the rural eligibility determination, as well as b) the map of the service area(s) will not be considered for funding. Both the documentation and the map are required. If multiple service areas are proposed, supporting documentation and maps are required for all proposed service areas.***

### Determining Eligibility

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/><sup>3</sup>
3. Select the State or Territory in the drop down menu.
4. Select the county in the drop down menu.
5. One of three messages will appear (eligible, partial eligibility, or ineligible). Follow the directions below to determine your eligibility as a rural applicant, and instructions on how to obtain the documentation necessary confirming your eligibility:

#### **Example 1: Fully Eligible Jurisdiction**

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

**This process needs to be completed for each and every service area.** If you have additional service areas, go back to Step 1 and complete the same process for each area.

#### **Example 1: Documenting Eligibility for a Fully Eligible Jurisdiction**

For all counties found fully eligible, please print out the web page documenting eligibility and attach to your application as Exhibit A.

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<sup>3</sup> In order to determine the service area eligibility under OVW’s Rural Program, applicants are required to use the tools provided by the U.S. Department of Health and Human Services, Health Resources and Services Administration.

**Example 2: Partially Eligible Jurisdiction**

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

Only areas that are determined to be rural are eligible for funding through the OVW Rural Program. You will have to continue with the eligibility determination process as listed within Example 3 (below), to further explore eligibility within these regions via census tract.

**Example 2: Documenting Eligibility for Partially Eligible Jurisdiction**

Print out the page that states either full or partial eligibility. Complete the following steps to determine eligibility within census tracts and also print the determination page from that process.

**Example 3: Ineligible Jurisdiction**

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

**Although this county has been determined (in whole or in part) as ineligible as a service area, there may be census tracts within the county that are eligible. To determine eligibility of census tracts, complete the following:**

**Documenting Eligibility for Census Tracts**

1. For all counties found partially eligible or ineligible (Examples 2 and 3), please proceed to the following:  
[http://factfinder.census.gov/servlet/DatasetMainPageServlet?\\_program=DEC&\\_submen%20uld=datasets\\_1&lang=en](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 “geographic area” select “all census tracts”
9. Click “add”
10. Click “next”
11. Select “P2 Urban and Rural” and click “go”
12. In the next box select “urban” and “rural” and click “add”

13. Click “next”

14. Click on “show result”

15. Any census tracts where more than 50% of the total population is listed as “rural” are eligible service areas.

### **Documenting Eligibility for Census Tracts**

Print out the page that states either full or partial eligibility. If partial, please also print out the census map. These printouts must be included with the application. You must also specify in your application the boundaries of the area you plan to serve and include a map of the service area.

## **Mapping Your Service Area**

**A map of the proposed service area is a required attachment. It is important to note that this is a requirement for all applicants, regardless of the proposed service area (rural States, fully eligible and/or partially eligible).**

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

For all fully eligible counties, please provide a map identifying where the county (ies) are within the State.

For all partially eligible counties, please provide a map identifying where the eligible rural census tracts are within the county.

1. In order to look up the Census Tract, click on the following link:  
<http://factfinder.census.gov/servlet/AdvGeoSearchByListServlet?>
2. The screen will open into a small table. You can choose the type of search you would like to do in order to find specific information about your area.
3. Select “Census 2000” under the “Select a year and program” menu.
4. Select “Census Tract” under the “Search for” menu.
5. Enter the proper State in the “Select a State” menu.
6. Enter the county in the “Select a County” menu.
7. Enter the specific census tract in the “Select Geography” menu. When determining what census tract to enter, disregard the first five digits of the number listed on the first website.
8. Choose option **“map it”**. Once you click on it, the site will provide you with the U.S. map of the area that may be served.

Print the map(s) and include as an attachment to your application.