



OVW Fiscal Year 2010 Sexual Assault Demonstration Initiative

Eligibility

Applicants are limited to dual/multi-service programs (defined as non-profit community-based programs whose purpose or function includes providing services to victims of domestic violence and sexual assault). Additionally, United States Territories and Tribal Governments are eligible to apply. Applicants must have a minimum of five years of experience serving domestic violence and sexual assault clients. Applicants must be located in the United States or its Territories.
(See "Eligibility," page 5)

Deadline

To assist OVW in planning for the independent peer review process, letters of intent to apply are requested to be submitted by November 2, 2010. It is to be noted, however, that the letters of intent are *optional*. Interested applicants who do not submit a letter of intent by the deadline are still able to apply. To ensure all applicants have ample time to complete the registration process through Grants.Gov, applicants should register online with Grants.gov by November 2, 2010.

All applications are due by **8:00 p.m. E.T. on November 16, 2010.**

(See "Deadline: Application," page 5)

Pre-Application Conference Calls

Six conference calls will be held at various times prior to the application deadline for those interested in applying. Click on the following link for more information and to register, [SADI Pre-Application Conference Call Registration](#)

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 Monday through Friday from 7 a.m. to 9 p.m., E.T.

Grants.gov Number assigned to announcement (OVW-2010-2795)

All applicants will be notified of the outcome of their application April, 2011.

CONTENTS

Overview of the OVW Sexual Assault Demonstration Initiative	p. 3
Deadline: Letter of Intent (optional)	p. 4
Deadline: Registration	p. 4
Deadline: Pre-Application Conference Calls	p. 4
Deadline: Application	p. 5
Eligibility	p. 5
OVW Sexual Assault Demonstration Initiative Specific Information	p. 7
• Types of Applicants	p. 7
• Availability of Funds	p. 7
• Award Period	p. 7
• Award Amounts	p. 7
• Program Scope	p. 7
• Unallowable Activities	p. 8
Performance Measures	p. 9
How To Apply	p. 9
What An Application Must Include:	p. 9
• Application for Federal Assistance	p. 10
• Standard Assurances and Certifications	p. 10
• Financial Accounting Practices	p. 10
• Summary Data Sheet	p. 10
• Proposal Abstract	p. 11
• Project Narrative	p. 11
• Agency Organizational Chart	p. 11
• Documentation of history of service provision to sexual assault and domestic violence victims	p. 11
• Service Area Documentation	p. 12
• Applicant Mission Statement	p. 12
• Statement of Commitment	p. 12
• Agency Client Services Brochure and/or Listing of Services	p. 12
• Letter of Nonsupplanting	p. 12
• Financial Capability Questionnaire	p. 12
• Indirect Cost Rate Agreement	p. 12
Review Process	p. 13
Selection Criteria	p. 13
Additional Requirements	p. 14
Application Checklist	p. 14
Appendix A	p. 16
Appendix B	p. 25

OVW Sexual Assault Demonstration Initiative

(CFDA 16.589)

Overview

This solicitation contains information on how to apply for the Sexual Assault Demonstration Initiative (SADI). For general information on applying for OVW grant programs, please see the OVW Fiscal Year 2010 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 Sexual Assault Demonstration Initiative

Sexual violence impacts hundreds of thousands of women, men, and children each year. The vast majority of supportive services available to victims of sexual assault are currently offered through agencies that are not exclusively dedicated to serving sexual assault survivors, but are co-located or merged in agencies that also provide services to domestic violence victims. Researchers have found that these agencies, also known as “dual/multi-service agencies” are often weighted heavily toward domestic violence crisis programming, with sexual assault receiving limited attention in terms of agency mission, budget, or dedicated staff with specific expertise in serving sexual assault victims. This is often reflected in the programming of the agency and, unfortunately, the number of sexual assault survivors served and the limited types of services provided to this population. The needs of sexual assault survivors are not the same as those of domestic violence survivors, and must be met with specialized care. Dual/multi-service agencies that seek to create significant organization change in response to sexual assault are often faced with limited financial and organizational resources to successfully achieve the change that they feel is necessary to adequately respond to the needs of sexual assault victims within their communities.

The Office on Violence Against Women (OVW) will work with the National Sexual Assault Coalition Resource Sharing Project (RSP) and the National Sexual Violence Resource Center (NSVRC) to ensure that the SADI adequately addresses the challenges that dual/multi-service agencies face in reaching sexual assault survivors within their communities. Through the SADI, up to six dual/multi-service agencies that demonstrate the desire to enhance sexual assault services and the organizational capacity to effectuate change will be selected to participate as national SADI project sites. The selected SADI project sites will receive grant funding and customized technical assistance in an effort to assess the agencies’ strengths and weaknesses in reaching victims of sexual assault within the community, the services provided to this population by the agencies, and any specific technical assistance to address the needs of underserved populations. SADI project sites will also receive technical assistance and training on developing and implementing models of service provision that prioritize the needs of sexual assault survivors and the resources to implement those service models.

The SADI is OVW’s first large-scale project to determine best practices and needed action in reaching more sexual assault survivors and providing comprehensive sexual assault services. A strength-based self-assessment of applicant agencies will be used to help selected demonstration sites develop an action plan to: 1) increase outreach to those populations most likely experiencing sexual assault in their communities, but not currently accessing services; 2)

develop models of service provision that prioritize the needs of sexual assault survivors beyond immediate crisis responses currently offered; and 3) assess the efficacy of those steps in increasing the numbers and types of sexual assault survivors who access those newly enhanced services. This will require both organizational and programmatic change over the course of the project, which will be developed, implemented and supported by the project's ongoing and intensive technical assistance menu. Collaboration among OVW, RSP, NSVRC, and project sites will guide the creation of best practices for dual/multi-service agencies.

At the conclusion of this project, key tools, methods and strategies will be developed in conjunction with the demonstration sites, and disseminated widely to the broader field of dual/multi-service agencies serving sexual assault survivors. Promising practices and innovative strategies will be made available through publications and trainings developed by OVW, RSP, and NSVRC. Therefore, it is imperative to document the activities and progress of the project from its inception to inform project sites, as well as other dual/multi-service agencies that wish to replicate best practices.

Please read the SADI Solicitation for Applications 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 may remove an application from consideration if the application is incomplete. Final award decisions are not appealable.**

Deadline: Letter of Intent

If you intend to apply for Fiscal Year (FY) 2010 funding under this program, we encourage you to submit a letter stating that you intend to apply for funding. **The letter is *optional* and will not obligate you to submit an application. The letters are used solely for the purpose of assisting OVW in planning for the independent review process.** Please see http://www.ovw.usdoj.gov/docs/sample_letter_of_intent.pdf for a sample letter. The letter should be submitted to OVW by **November 2, 2010**. You may send the letter to OVW at **OVW.SADI@USDOJ.GOV**. You **can** still submit an application for funding if you do not submit a Letter of Intent.

Deadline: Registration

The Grants.gov registration deadline is **November 2, 2010**. For more information on the process of registering and applying in Grants.gov, please see Appendix A.

Pre-Application Conference Calls

OVW will conduct six (6) Pre-Application Conference Calls. During these calls, OVW staff will review the SADI application requirements and process and allow for a brief question and answer session. Participation in these calls is optional.

Registration Instructions

Anyone who is interested in submitting an application may register to participate in the calls. To register, please click on the following link [SADI Pre-Application Conference Call Registration](#). Your registration must be received within two hours prior to the start of the call. If you are unable to participate on the call, OVW will make available FAQs addressing the project and application

process, in addition to answering questions via email and individually scheduled calls with OVW staff. If you do not have internet access to register for the pre-application conference calls, please contact OVW at 202-307-6026 and reference the SADI.

Deadline: Application

An application submission is complete if (a) a hard copy of the entire application, with original signatures, has been submitted via a traceable delivery method by the deadline and (b) the application has been submitted through Grants.gov.

The deadline for applying for funding under this announcement is **November 16, 2010**. A hard copy must be sent via a traceable delivery method, post-marked by **November 16, 2010** to:

**Office on Violence Against Women
Attention: Sexual Assault Demonstration Initiative
U.S. Department of Justice
800 K Street NW
Suite 920
Washington, DC 20530**

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 15-16.

Eligibility

It is very important that you review this information carefully. You will be asked to certify your eligibility in the categories below on the Summary Data Sheet. Applications that are submitted by non-eligible entities will be screened out during an initial review process and omitted from further review.

1. **Location:** programs must be located in the United States and its Territories.
2. **Dual/multi-service Program:** For the purpose of this project, a dual/multi-service program will be defined as a non-profit community-based program, Tribal non-profit, or Tribal Government Program whose purpose or function includes providing services to victims of domestic violence and sexual assault. The agency's mission statement, organizational chart, and client services brochure and/or a listing of services will be accepted as supporting documentation.
NOTE: Child Advocacy Centers, for the purposes of this solicitation, are not considered eligible entities.
3. **Longevity:** The agency must demonstrate that sexual assault services have been provided for at least five years. Documentation supporting the program's service provision for the past five years is required. To meet this requirement, a copy of aggregate service data (such as that submitted to funders or found in Annual Reports) would be sufficient. Please do NOT send individual client information or any such data that have the potential to identify individual clients.

Areas of Special Interest:

Rural

The SADI is particularly interested in applicants that propose to serve victims of sexual assault residing within rural areas or communities. Approximately sixty percent of all funds awarded to project sites will be made to those that propose serving victims of sexual assault within statutorily defined rural areas.

All eligible applicants **who wish to be considered within this area of special interest** 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.

All applicants that wish to be considered within this area of special interest 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 B for instructions on discerning whether an area is eligible to apply and for obtaining required documentation. **Applicants that do not provide the required documentation, which includes both a) the information establishing the eligible service area and b) the accompanying map of the service area proposed, demonstrating that the areas to be served meet the Rural Program definition of a rural area or rural community will not be considered within this area of special interest.**

Additionally it should be noted that by statute, at least 75% of the total amount of funding made available to programs serving victims within rural areas or communities shall be allocated to eligible entities in rural states¹. 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.²

Culturally and Linguistically Specific Organizations

This project is particularly interested in applications from community-based organizations whose primary purpose or function is to provide services to culturally and linguistically specific populations and who propose culturally relevant services to victims of sexual assault from underserved populations, such as communities of color.

¹ Sixty-three percent of funding for the SADI comes from the Rural Program. The statute for the Rural Program indicates that all funds must be directed to programs serving victims within rural areas or communities. Seventy-five percent of all Rural Program funds are to be directed to programs within rural states. Therefore, for purposes of the SADI program, 63% of all funds awarded to SADI project sites must serve victims within rural areas or communities, of which 75% of the 63% must also meet the definition of rural state.

² 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.

Tribal Government Programs

This project is particularly interested in Tribal Government programs, or those non-profit community based programs that have an established collaboration with a Tribal Government to provide services to tribal victims of sexual assault.

OVW FY 2010 – Sexual Assault Demonstration Initiative – Specific Information

Types of Applicants

In FY 2010, OVW will accept applications for the SADI from all eligible applicants.

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 36 months.

Budget/Budget Narrative

Budgets should NOT be submitted with the application. OVW will request budgets at a later stage in the process from those organizations that move past the initial review stage.

Award Amounts

- Up to \$450,000 for selected, eligible applicants.
- OVW has the discretion to make awards for greater or lesser amounts than requested. In addition, OVW may negotiate the scope of work with applicants prior to making the award.

This solicitation for applications is the first step in the process of selecting specific projects addressing services to sexual assault victims that will be funded under the SADI in Federal Fiscal Year 2010. Awards will be made as cooperative agreements, and OVW will play a substantial role in shaping and monitoring the project.

Program Scope

OVW has become increasingly concerned about the lack of specialized sexual assault advocacy services in states and local communities, particularly in rural America. To address these concerns and to identify solutions to problems as well as promising practices, OVW has initiated the SADI to build the capacity of dual organizations serving victims of sexual assault; enhance services in dual and/or multi-service domestic violence and sexual assault programs; and to improve systems response to victims within selected sites. It is OVW's hope that the SADI will also improve reporting options for victims of sexual assault; improve the overall treatment of sexual assault victims; and enhance the competency of advocates working with victims and survivors. The project will identify barriers to providing quality assistance and advocacy and document and disseminate solutions for replication.

Program Technical Assistance and Support

OVW and its technical assistance providers will also provide selected SADI sites with:

- Strengths-based organizational and community assessment for each site, including focus groups, facilitated stakeholder assessments, and an assessment of core competencies;
- Individualized response plans (IRP) for each site, consisting of strategies best suited to address the identified needs in the organization, core partners, or community, that may include:
 - Access to consultants and/or TA Specialists and site-specific training
 - New staff to provide sexual assault services, including advocates and therapists
 - Culturally and linguistically specific service development
 - Resource development
 - Enhanced infrastructure development (i.e. fiscal or organizational capacity)
 - Community networking facilitation
 - Policy and procedure development support
 - Training to ensure organizational sustainability of enhanced sexual assault services
- Information and referral, literature and other resources;
- Assistance with developing an outreach plan for all sexual assault survivors in the community;
- Community training for criminal justice professionals; and,
- A strong support system and enhanced communication and learning across all of the selected SADI sites, including an exclusive on-line learning space, a three-day orientation for SADI sites, two learning exchange meetings per year, briefs on promising practices, and individualized trainings on site.

Program Requirements

Successful applicants under this solicitation must commit to meeting the following OVW requirements:

- Awards will be made as Cooperative Agreements and OVW will enter into a collaborative working relationship with awardees;
- Awardees must demonstrate a high level of commitment to close collaborative working relationships with OVW and its designated technical assistance providers;
- When applicable, awardees will be required to engage in cross training activities;
- Awardees will be required to complete a planning phase with support from the OVW designated technical assistance providers;
- Awardees will work with OVW designated technical assistance providers to receive support in developing the assessments and strategic plan, and all of which must be submitted to OVW for review and approval; and
- Awardees will engage in an implementation phase, which will be determined by the strategic plan developed in the planning phase.

To meet these requirements, OVW strongly encourages applicants to have in place a structure for governing, planning, and implementation.

Unallowable Activities

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

- Lobbying;
- Fundraising;
- Research projects;
- Physical modifications to buildings, including minor renovations; and
- Prevention campaigns (e.g., social norm campaigns, bystander intervention programs, presentations on healthy relationships, etc.).

Performance Measures

All OVW grantees are required to submit semi-annual progress reports, which will be provided to the awarded sites. Awarded sites will also receive special instructions on how to complete the form. For samples of the progress report required for use in SADI please see: <http://muskie.usm.maine.edu/vawamei/formrural.htm>. OVW grantees under SADI may also be required to submit supplemental project data not captured in the semi-annual progress report form.

For more information, see the [Reference Guide](#) at pages 17-20.

How To Apply

See pages 13-17 of the [Reference Guide](#) for information regarding “how to apply.” For a step-by-step guide on Grants.Gov, please see Appendix A.

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 will remove the application from consideration prior to review by OVW if the application is substantially incomplete or received after the deadline without prior permission as described in the [Reference Guide](#) at pages 15-16.** For each section listed below, please note the corresponding maximum point value that may be assigned during the review scoring process. The application should follow the order below for easy reading. Additional materials submitted beyond those required will not be considered. For example, if an application includes a narrative that is 15 pages, the last five pages will be removed prior to review.

Applications must follow the following page format requirements:

- Double spaced (except that any included graphs and charts may be single-spaced)
- 8½ x 11 inch paper
- One inch margins
- Type no smaller than 12 point, Times New Roman font
- Include a Summary Data Sheet
- Include a Project Abstract (please limit to one page)
- Include a list of all current OVW projects as described below (if applicable)
- No more than 10 pages for the Project Narrative (item VI below)
- Organization mission statement on letterhead (item X below)

- Word processing documents must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).

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

I. Application for Federal Assistance (SF-424)

Please see the [Reference Guide](#) at page 6 for additional information. This form will be filled out online and you should print out a copy for your hard copy submission.

II. 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 7 for additional information. These forms will be filled out online and you should print out copies for your hard copy submission.

III. Financial Accounting Practices

Each applicant must prepare a response to the following questions. This section of your application should be no more than two pages and should be a separate attachment to the application in Grants.gov and a separate section in the hard copy.

- Will all funds awarded under this program be maintained in an account that is separate and distinct from other sources of revenue/funding?
- Does the applicant have written accounting procedures?
- What type of inventory system does the applicant have in place?
- Does the applicant's current accounting system allow the applicant to separately track grant draw-downs and expenditures?
- Does the applicant have a risk management assessment process in place to identify and mitigate potential risks?
- What is the applicant's records retention policy?
- Has the individual primarily responsible for fiscal oversight attended a Fiscal Management Training Seminar put on by a U.S. government agency? If yes, when and which government agency?

IV. Summary Data Sheet (10 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.

- Name, title, address, phone number, and e-mail address for the authorized representative (Please see the [Reference Guide](#) at page 6 for more information on who can be an authorized representative);
- Name, title, address, phone number, and e-mail address for the grant point-of-contact;
- The agency website address, if applicable;
- Whether the organization has expended \$500,000 in Federal funds in the past fiscal year;
- Please specify the end date of the fiscal year;
- Please answer the following questions:
 - Whether the agency is a dual organization
 - Whether the agency is a nonprofit community based, Tribal non-profit or Tribal multi-service organization
 - The number of years the organization has been providing services to victims of sexual assault

- Included is a comprehensive list of all client services provided by the agency, including services for victims of domestic violence and sexual assault.
- My organization is (specify all that apply):
 - a statutorily defined rural state
 - a rural area that meets the requirements of a rural area or community as defined in Appendix A
 - a culturally and linguistically specific organization
 - a Tribal Government or Program whose purpose or function includes providing services to victims of domestic violence and sexual assault

V. Proposal Abstract (5 Points)

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 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. Project Narrative (75 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 10 pages in length, double-spaced. Please number the pages of your narrative.

Applicants must demonstrate overall agency readiness and capacity for participating in the SADI by providing a narrative describing the agency's capacity for enhancing sexual assault services and commitment to sustaining the enhanced sexual assault services throughout the project period and beyond. Applicants should address the following five questions within the maximum of ten pages:

1. Describe the work that your program has undertaken to address sexual violence intervention and prevention over the past year.
2. Describe the services currently available to sexual assault survivors and the number of years the agency has provided these services.
3. Discuss why you would like to be considered as a demonstration site.
4. Discuss your current program strengths and weaknesses in addressing the needs of sexual assault victims, and how being a dual or multi-service agency affects service provision.
5. Describe what services you would like to strengthen or improve through participation in the SADI.

VII. Agency Organizational Chart (5 Points)

VIII. Documentation of History of Service Provision to Sexual Assault and Domestic Violence Victims

Applicants must provide documentation certifying the provision of services to sexual assault survivors for at least five years, such as funding reports, or other statistical reports that provide

quantitative proof of the provision of services to sexual assault survivors by the applicant agency. Applicants should strictly adhere to confidentiality protections for their clients and should not send any data with individual identifying information included.

IX. Service Area Documentation

For programs that are proposing services to victims within statutorily defined rural geographic areas, please complete the eligibility certification requirements as indicated on Appendix B and submit the required documentation in the hard copy of the application.

X. Applicant Mission Statement

Applicants must provide their mission statement on organization letterhead in the hard copy submission of the application. If electronic letterhead is available, the applicant may also provide the mission statement as an attachment in its electronic application submission via Grants.gov.

XI. Statement of Commitment (5 Points)

A Letter of Commitment from the applicant agency or Tribal Government supporting participation in the SADI Project is to be submitted with the application package. The Letter of Commitment must address the Board of Directors' or Tribal Government's commitment to full participation in the project for the duration of the initiative, including but not limited to, an affirmation to participate in orientation and planning meetings with OVW and SADI technical assistance providers, completing assessment tools, and fully participating in meetings regarding the SADI. The Letter of Commitment must be signed by all members of the Board of Director's Executive Committee and/or the full Board or the Tribal Chair as appropriate.

XII. Agency Client Services Brochure and/or Listing of Services

Applicants must include a listing of all services they provide to sexual assault victims.

XIII. 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 an award be made. Please refer to 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.

XIV. Financial Capability Questionnaire

All nonprofit, nongovernmental organizations that apply for funding from OVW and have not previously (or within the last three years) received funding from OVW or the Office of Justice Programs (OJP) must complete a Financial Capability Questionnaire. The form can be found at http://www.ojp.gov/funding/forms/financial_capability.pdf. The applicable Federal audit agency and fiscal year should be included on the first page. In addition, the applicant must submit their current year's audit report with the Financial Capability Questionnaire. This should be a separate attachment to the application in Grants.gov. This document does not need to be included in the hard copy.

XV. Indirect Cost Rate Agreement

Applicants that have established a Federally-approved indirect cost rate may request indirect costs to support the project. Please include a copy of a current, signed Federally-approved

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

XVI. Budget Detail Worksheet and Narrative

Please do not submit a budget at this stage in the process. OVW will request budgets from only those applicants that have reached the later stages of the review process.

Award Limits

Awards will be made for an amount up to \$450,000 for 36 months (3 years).

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.

Review Process

All applications will be subject to review by OVW staff and staff of RSP and NSVRC 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 OVW initial review, the application may not receive further consideration.**

OVW Initial Review

Criteria for the OVW review follow:

- Whether the applicant meets all eligibility criteria (see page 5); and
- Whether the application is complete.

OVW is committed to ensuring a competitive and standardized process for awarding grants. OVW, RSP and NSVRC staff will form panels and be review the applications submitted under this solicitation. Applications will be screened initially to determine whether each meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements will be evaluated, scored, and rated by a review panel. Ratings from the review process and any resulting recommendations are advisory only. In addition to review ratings, considerations may include past performance, geographic distribution, regional balance, policy priorities, and available funding.

OVW On-site Visits

As an output of the initial review process, the pool of eligible applicants will be narrowed down to approximately ten (10) finalists. The finalists will then receive in-person site visits by a team of OVW, RSP, and NSVRC staff. OVW will make arrangements with individual applicants. During the site visits, OVW, RSP, and NSVRC staff will request to meet with various staff from the applicant agency in addition to community partners (if applicable).

Selection Criteria

At various stages throughout the selection process, specific documents will be requested of applicants. The selection criteria below will be used by OVW to determine who will receive funding, **but do not necessarily include items requested at this stage in the process.** For items requested at this point, please refer to Sections I-XV for guidance.

1. Applicants must demonstrate readiness. Benchmarks include indications of proactive work to reach out to sexual assault victims, history of sexual assault specific services such as support groups for those sexually assaulted outside of DV, non-shelter based sites for advocacy and counseling and prevention specific work.
2. Applicants must show capacity. Benchmarks include fiscal infrastructure capacity, current staff positions, policies, materials or projects that show commitment to SA specific work.
3. Applicants must demonstrate community support. Benchmarks include existing relationships or partnerships related to sexual assault.
4. Applicants must demonstrate ability to communicate need for SADI funds. Benchmarks include analysis of strengths and weaknesses.
5. Applicants must demonstrate ability to participate fully in the SADI project. Benchmarks include evidence of creative problem-solving and working through challenging issues.
6. Applicants must demonstrate ability to plan strategically. Benchmarks include ability to articulate vision and ability to adapt.

After the initial review and on-site visits by OVW, RSP and NVSRC, applicants may be requested to submit a proposed budget and budget narrative to OVW. A financial review of all potential discretionary awards and cooperative agreements will be 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 will give consideration to statutorily defined funding requirements, past performance, geographic distribution, regional balance, and policy priorities when making awards.

Additional Requirements

For information on additional requirements that apply to all OVW applicants and grantees, see the [Reference Guide](#) at pages 21-22.

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, 800 K Street, NW, 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. Application for Federal Assistance (SF-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. Project Narrative	Yes	
7. Agency's Organizational Chart	Yes	
8. Documentation of history of service provision to sexual assault and domestic violence victims	Yes	
9. Eligible Service Area Documentation for Rural communities a) Eligibility documentation b) Map of service area	If applicable	
10. Applicant Mission Statement	Yes	
11. Statement of Commitment	Yes	
12. Letter of Nonsupplanting	Yes	
13. Financial Capability Questionnaire (nonprofits only, see page 12 for details.	If applicable	
14. Indirect Cost Rate Agreement (only if the applicant has a current Federally-approved rate)	If applicable	
15. Budget Detail Worksheet and Narrative	DO NOT SUBMIT AT THIS TIME	
16. Agency's client services brochure and/or a listing of services	Yes	

Applicants must send **via a traceable delivery method** a complete hard copy original of the application, **postmarked by November 16, 2010** to:

**Office on Violence Against Women
 Attention: Sexual Assault Demonstration Initiative
 U.S. Department of Justice
 800 K Street NW
 Suite 920
 Washington, DC 20530**

Detailed instructions on how to use the Grants.gov system to submit your application online are available at www.grants.gov and in Appendix B. Also, a toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, **1-800-518-4726**, Monday through Friday from 7 a.m. to 9 p.m., E.T.

APPENDIX A

Step-by-Step Guide to Grants.gov

How to Apply

OVW is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. Grants.gov, part of this initiative, is a "storefront" that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding. This fiscal year, OVW is requiring that all discretionary, competitive grant programs be administered through Grants.gov. Application attachments submitted via Grants.gov must be in one of the following formats: Microsoft Word (*.doc), PDF (*.pdf), or text (*.txt).

If you experience difficulties at any point during this process, **please call the Grants.gov customer support hotline at 1-800-518-4726. Assistance is available 24 hours a day, 7 days a week, with the exception of federal holidays.**

The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation 16.589, titled "Sexual Assault Demonstration Initiative."

Step 1: Registering

Note: Registering with Grants.gov is a one-time process; however, if you are a first time registrant **it could take 3-5 business days to have your registration validated and confirmed, and to receive your user name and password.** It is highly recommended you start the registration process as early as possible to prevent delays in submitting your application package to our agency by the deadline specified. While your registration is pending, you may continue with steps 2, 3, and 4 of these instructions. Registration must be complete for you to be able to submit (step 5) and track (step 6) an application.

e-Business Point of Contact:

Grants.gov requires an organization to first be registered in the Central Contract Registry (CCR) before beginning the Grants.gov registration process. If you plan to authorize representatives of your organization to submit grant applications through Grants.gov, proceed with the following steps. If you plan to submit a grant application yourself and sign grant applications and provide the required certifications and/or assurances necessary to fulfill the requirements of the application process, proceed to the DUNS Number and then skip to the Authorized Organization Representative and Individuals section.

- Go to www.grants.gov, and click on the "Get Started" tab at the top of the screen.
- Click the "e-Business Point of Contact (POC)" option and click the "GO" button on the bottom right of the screen.

If you have already registered with Grants.gov, you may log in and update your profile from this screen.

- To begin the registration process, click the "Register your Organization [Required]" or "Complete Registration Process [Required]" links. You may print a registration checklist by accessing www.grants.gov/assets/OrganizationRegCheck.pdf.

DUNS Number:

- You must first request a Data Universal Numbering System (DUNS) number. Click “Step 1. Request a DUNS Number.” If you are applying as an individual, please skip to “Authorized Organization Representative and Individuals.” If you are applying on behalf of an organization that already has a DUNS number, please proceed to “Step 2. Register with Central Contractor Registry (CCR).” You may obtain a DUNS number at no cost by calling the dedicated toll-free DUNS number request line 1-866-705-5711. Assistance is available 8:00 a.m. – 9:00 p.m. ET Monday – Friday.

Central Contractor Registry (CCR):

Note: Registering with the CCR, updating or changing your profile could take up to 24 hours to be confirmed and validated. This delay could prevent your application from being submitted by the deadline specified, so you should register or make changes to your profile as early in the process as possible

Once you have a DUNS number, click on “Step 2. Register with Central Contractor Registry (CCR).” Here you are required to designate an individual as a point of contact. This point of contact is the sole authority for the organization and has the capability of issuing or revoking another individual’s authority to submit grant applications through Grants.gov.

A registration worksheet is provided to assist in the CCR registration process at www.ccr.gov/CCRRegTemplate.pdf. It is recommended you review the “Tips for registering with the CCR” at the bottom of this template.

- Go to www.ccr.gov or click on the CCR icon in the middle of the screen to begin the registration process. To see if your organization is already registered, click “Search CCR” at the top left side of the screen. Search entries must be exact to accurately search the database. If your organization is already registered, you can scroll down and see who the e-Business POC is for your agency. If your organization is not already registered, return to the CCR home page and click “Start New Registration” at the top left of the screen.
- If you have problems or questions about the CCR registration process, please contact the CCR Assistance Center at 1-866-606-822, which is available 8:00 a.m. – 8:00 p.m. ET.
- Once your registration is complete, you will receive an e-mail with a Trading Partner Identification Number (TPIN) and Marketing Partner Identification Number (MPIN) number. You will need the MPIN number to register with Grants.gov. If your organization is already registered with the CCR, you will need to obtain the MPIN number from your e-Business POC.

Authorize your Organization Representative:

- Click “Step 3. Authorize your Organization Representative.” Follow steps 1-4. You will need your DUNS + 4 digit number and the MPIN number CCR e-mailed to you.

Log in as e-Business Point of Contact:

- You may now go to “Step 4. Log in as e-Business Point of Contact.” Here you may authorize or revoke the authority of the Authorized Organization Representative (AOR).
- Once you are logged in, go to Step 2. Downloading the Application Viewer, below.

Authorized Organization Representative and Individuals:

If you plan to submit a grant application as an individual or an Authorized Organization Representative, with authority to sign grant applications and the required certifications and/or assurances necessary to fulfill the requirements of the application process, proceed with the following steps.

- Go to www.grants.gov and click on the “Get Started” tab at the top of the screen.
- Click the “Authorized Organization Representative (AOR)” option and click the “GO” button to the bottom right of the screen. If you are applying as an individual, click the “Individuals” option and click the “GO” button to the bottom right of the screen.
- If you have previously registered as an AOR, you may start searching for this grant opportunity from this page. Otherwise, you must complete the first-time registration by clicking “Complete First-Time Registration [Required].” You also may click on “Review Registration Checklist” and print a checklist for the following steps (see www.grants.gov/assets/AORRegCheck.pdf).
- Individuals may click the “registration checklist” for help in walking through the registration process.

Credential Provider:

Once you have entered the registration process, you must register with the credential provider, to safeguard the security of your electronic information. You must have your agency’s or individual DUNS + 4 digit number to complete this process. Now, click on “Step 1. Register with a Credential Provider.” Enter your DUNS number and click “Register.” Once you have entered the required information, click the “Submit” button.

If you should need help with this process, please contact the Grants.gov customer support hotline at 1–800–518–4726. Assistance is available 24 hours a day, 7 days a week, with the exception of federal holidays.

-
- It can take up to 24 hours for your credential provider information to synchronize with Grants.gov. Attempting to register with Grants.gov before the synchronization is complete may be unsuccessful.

Grants.gov:

- After completing the credential provider steps above, click “Step 2. Register with Grants.gov.” Enter the same user name and password used when registering with the credential provider. You will then be asked to provide identifying information and your organization’s DUNS number. After you have completed the registration process, Grants.gov will notify the e-Business POC for assignment of user privileges.
- Complete the “Authorized Organization Representative User Profile” screen and click “Submit.”

Note: Individuals do not need to continue to the “Organizational Approval” step below.

Organization Approval:

- Prior to submitting a grant application package, you must receive approval to submit on behalf of your organization. This requirement prevents individuals from submitting grant application packages without permission. A notice is automatically sent to your organization's e-Business POC. Then, your e-Business POC approves your request to become an AOR. You may go to www.ccr.gov to search for your organization and retrieve your e-Business POC contact information.
- Once organization approval is complete, you will be able to submit an application and track its status.

Step 2: Downloading the Application Viewer

Note: You may download the PureEdge Viewer while your registration is in process. You also may download and start completing the application forms in steps 3 and 4 below. This application viewer opens the application package needed to fill out the required forms. The download process can be lengthy if you are accessing the Internet using a dial-up connection.

- From the Grants.gov home page, select the "Apply for Grants" tab at the top of the screen.
- Under "Apply Step 1: Download a Grant Application Package and Applications Instructions," click the link for the PureEdge Viewer (www.grants.gov/DownloadViewer). This window includes information about computer system requirements and instructions for downloading and installation.

If you are a Macintosh user, please read the PureEdge Support for Macintosh white paper available at

www.grants.gov/GrantsGov_UST_Grantee!/SSL!/WebHelp/MacSupportforPureEdge.pdf.

- Scroll down and click on the link to download the PureEdge Viewer (www.grants.gov/PEViewer/ICSViewer602_grants.exe).
- You will be prompted to save the application. Click the "Save" button and the "Save As" window opens. Select the location where you would like to save PureEdge Viewer and click the "Save" button.
- A window appears to show the progress of the download. When the downloading is complete, click to close the dialog box.
- To install the PureEdge Viewer, locate the file on your computer and click to open it. When you are prompted to run the file, click "RUN." Click "Yes" to the prompt to continue with the installation. The ICS InstallShield Wizard extracts the necessary files and takes you to the "Welcome" page.
- Click "Next" to continue.
- Read the license agreement and click "Yes" to accept the agreement and continue the installation process. This takes you to the "Customer Information" screen.

- Enter a User Name and a Company Name in the designated fields and click “Next.”
- The “Choose Destination Location” window prompts you to select the folder in which PureEdge Viewer will be installed. To save the program in the default folder, click “Next.” To select a different folder, click “Browse.” Select the folder in which you would like to save the program, click on “OK,” then click “Next.”
- The next window prompts you to select a program folder. To save program icons in the default folder, click “Next.” To select a different program folder, type a new folder name or select one from the list of existing folders, then click “Next.” Installation will begin.
- When installation is complete, the “InstallShield Wizard Complete” screen will appear. Click “Finish.” This will launch the “ICS Viewer Help Information” window. Review the information and close the window.

Step 3: Downloading an Application Package

- Once you have downloaded the PureEdge Viewer, you may download and view this application package and solicitation instructions.
- From the Grants.gov home page, select the “Apply for Grants” tab at the top of the screen.
- Click “Apply Step 1: Download a Grant Application Package and Application Instructions.”
- Enter the CFDA number for this announcement, 16.589. Then click “Download Package.” This will take you to the “Selected Grants Application for Download” results page.
- To download an application package and its instructions, click the corresponding download link below the “Instructions and Application” column.
- Once you select a grant application, you will be taken to a “Download Opportunity Instructions and Application” screen to confirm that you are downloading the correct application. If you would like to be notified of any changes to this funding opportunity, enter your e-mail address in the corresponding field, then click the “Submit” button.
- After verifying that you have downloaded the correct opportunity information, click the “Download Application Instructions” button. This will open a PDF of this grant solicitation. You may print the solicitation or save it to your computer by clicking either the print icon at the top tool bar or the “File” button on the top tool bar. If you choose to save the file, click on “Save As” and save to the location of your choice.
- Click the “Back” Navigation button to return to the “Download Opportunity Instructions and Application” page. Click the “Download Application Package” button. The application package will open in the PureEdge Viewer.
- Click the “Save” button to save the package on your computer. Because the form is not yet complete, you will see a prompt that one or more fields may be invalid. You will complete

these fields in step 4, but for now, select “Yes” to continue. After you click “Yes,” the “Save Form” window will open.

- Save the application package to your desktop until after submission. Select a name and enter it in the “Application Filing Name” field. Once you have submitted the application through Grants.gov, you may then move your completed application package to the file location of your choice.
- Click the “Save” button. If you choose, you may now close your Internet browser and complete your application package offline by double clicking the icon on your desktop. You do not have to be connected to the Internet to complete the application package in step 4 below.

Step 4: Completing the Application Package

Note: This application can be completed entirely offline; however, you will need to log in to Grants.gov to submit the application in step 5.

- Locate the application package you saved on your computer. When you open the package, it will be in PureEdge Viewer. You may save your application at any time by clicking on the “Save” button at the top of the screen.
- Enter a name for your application package in the “Application Filing Name” field. This can be a name of your choice.
- Open and complete all the mandatory and optional forms or documents. To complete a form, click to select the form, and then click the “Open” button. When you open a required form, the mandatory fields will be highlighted in yellow. If you enter incomplete information in a mandatory field, you will receive an error message or the field will turn red, indicating a change needs to be made.

Mandatory forms include the (1) Application for Federal Assistance (SF-424); (2) Assurances for Non-Construction Programs (SF424B); and (3) Disclosure of Lobbying Activities (SF-LLL). These forms can also be viewed at www.ojp.usdoj.gov/forms.htm. Other Mandatory forms are the (1) Project Narrative Attachment Form; and (2) Other Attachments Form. Optional forms required for this solicitation include the Survey on Ensuring Equal Opportunity for Applicants.

- When you have completed a form or document, click the “Close Form” button at the top of the page. Your information will automatically be saved.
- Next, click to select the document in the left box entitled “Mandatory Documents.” Click the “=>” button to move the form or document to the “Mandatory Completed Documents for Submission” box to the right.
- Some mandatory documents will require you to upload files from your computer. To attach a document, select the corresponding form and click “Open.” Click the “Add Mandatory Attachment” button to the left. The “Attach File” box will open. Browse your computer to find where your file is located and click “Open.” The name of that file will appear in the yellow field. Once this is complete, if you would like to attach additional files, click on the “Add Optional Attachment” button below the “Add Mandatory Attachment” button.

- An “Attachments” window will open. Click the “Attach” button. Locate the file on your computer that you would like to attach and click the “Open” button. You will return to the “Attach” window. Continue this process until you have attached all the necessary documents. You may attach as many documents as necessary.
- Once you have finished, click the “Done” button. The box next to the “Attach at Least One Optional Other Attachment” will now appear as checked.

Note: the name of these buttons will vary depending on the name of the form you have opened at that time; i.e., Budget Narrative, Other Attachment, and Project Narrative File.

- To exit a form, click the “Close” button. Your information will automatically be saved.

Step 5: Submitting the Application

Note: Once you have completed all the yellow fields on all the forms and saved the application on your desktop, check the application package for errors. This can be done any time throughout step 4 above and as often as you like.

- When you are ready to submit your final application package, the “Submit” button at the top of your screen will be enabled. This button will not be activated unless all mandatory data fields have been completed. When you are ready to submit your application, click on “Submit.” This will take you to a “Summary” screen.
- If your “Submit” button is not activated, then click the “Check Package for Errors” button at the top of the “Grant Application Package” screen. PureEdge Viewer will start with the first form and scan all the yellow fields to make sure they are complete. The program will prompt you to fix one error at a time as it goes through the scan. Once there are no more errors, the system will allow you to submit your application to Grants.gov.
- Review the application summary. If you wish to make changes at this time, click “Exit Application” to return to the application package, where you can make changes to the forms. To submit the application, click the “Sign and Submit Application” button.
- This will take you to a “Login” screen where you will need to enter the user name and password that you used to register with Grants.gov in “Step 1: Registering.” Enter your user name and password in the corresponding fields and click “Login.”
- Once authentication is complete, your application will be submitted. Print this confirmation screen for your records. You will receive an e-mail message to confirm that the application has been successfully uploaded into Grants.gov. The confirmation e-mail will give you a Grants.gov tracking number, which you will need to track the status of your application. The confirmation e-mail will go to the e-Business POC; therefore, if you are submitting on behalf of someone else, be sure the e-Business POC is aware of the submission and that a confirmation e-mail will be sent.
- When finished, click the “Close” button.

Step 6: Tracking the Application

- After your application is submitted, you may track its status through Grants.gov. To do this, go to the Grants.gov home page at www.grants.gov. At the very top of the screen, click on the “Applicants” link. Scroll down the “For Applicants” page and click the “Login Here” button. Proceed to login with your user name and password that was used to submit your application package.
- Click the “Check Application Status” link to the top left of the screen. A list of all the applications you have submitted through Grants.gov is produced. There are one of four status messages your application can receive in the system:
 1. **Validated:** This means your application has been scanned for errors. If no errors were found, it validates that your application has successfully been submitted to Grants.gov and is ready for the agency to download your application.
 2. **Received by Agency:** This means our agency has downloaded your application into our electronic Grants Management System (GMS) and your application is going through our validation process to be successfully received on our end.
 3. **Agency Tracking Number Assigned:** This means our GMS did not find any errors with your package and successfully downloaded your application into our system.
 4. **Rejected With Errors:** This means your application was either rejected by Grants.gov or GMS due to errors. You will receive an e-mail from Grants.gov customer support, providing details of the results and the next steps required. Most applications are rejected because: (1) a virus was detected; (2) you are using a user name and password that has not yet been authorized by the organization’s e-Business POC; or (3) the DUNS number you entered on the SF-424 form does not match the DUNS number that was registered in the CCR for this organization.

APPENDIX B

Rural Eligibility

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 Sexual Assault Demonstration Initiative (SADI), 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. SADI 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 are 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.

Applicants who wish to be considered within the Rural area of special interest MUST provide the required a) documentation supporting the rural eligibility determination, as well as b) the map of the service area(s.) Applications that do not include both of these required elements will not be considered for funding within the Rural area of special interest. 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.

I. 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/>³
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: Service Area (County) is Fully Eligible

If determining the eligibility for Archuleta County, Colorado, you would receive the following message:

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

³ 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.

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.

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

Example 2: Service Area is Partially Eligible

If determining the eligibility for Somerset County, Maryland, you would receive the following message:

Some parts of this county (Somerset County, Maryland) 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 SADI Rural Special Area of Interest. 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.

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

Example 3: Service Area is Ineligible

If determining the eligibility for Boulder County, Colorado, you would receive the following message:

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:

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
2. On the right column click on "custom table" (approximately half way down the page)
3. On the tabs at the top, click on "geo within geo" (be patient, this may take awhile to load)
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 (be patient, this may take awhile to load)

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” is an eligible service area.

II. Documenting Eligibility:

Documenting Eligibility:

Print out the page that states either full or partial eligibility. If partial, please also print out the census map(s). 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.

III. Mapping Your Service Area

A map of the proposed service area(s) is a required attachment for those applicants who wish to be considered within the Rural area of special interest.

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.

The following instructions will assist applicants in mapping their service area:

1. 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 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 a 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 and include as an attachment to your application.