



The United States Department of Justice, Office on Violence Against Women (OVW) (www.ovw.usdoj.gov) is pleased to announce that it is seeking applications for Grants to State Sexual Assault and Domestic Violence Coalitions and Sexual Assault Services to State Coalitions Program. This program furthers the Department of Justice's mission by advancing the goals of the Violence Against Women Act of supporting State coalitions to serve as a collective voice to end violence against women through collaboration with federal, state, and local organizations, including faith-based and other community organizations, and through the establishment, maintenance, and expansion of state and territorial sexual assault coalitions.

OVW FY 2009 Grants to State Sexual Assault And Domestic Violence Coalitions And Sexual Assault Services to State Coalitions Program

Eligibility

Applicants are limited to State Sexual Assault and Domestic Violence Coalitions.
(See "Eligibility," page 4)

Deadline

All applicants should register online with GMS by **March 19, 2009**.
All applications are due by 8:00 p.m. e.t. on **April 2, 2009**.
(See "Deadline For Applications," page 4)

Contact Information

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

This application must be submitted through GMS. For technical assistance with submitting the application, call the GMS Helpdesk at 1-888-549-9901.

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OVW FY 2009 Grants to State Sexual Assault and Domestic Violence Coalitions Program And

Sexual Assault Services to State Coalitions Program

(CFDA 16.556)

Overview

About the Office on Violence Against Women

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

About the OVW Grants to State Sexual Assault and Domestic Violence Coalitions and Sexual Assault Services to State Coalitions Program

Since the enactment of the Violence Against Women Act (VAWA), groundbreaking work has taken place in communities as victim advocates, police officers, prosecutors, and judges forge relationships with each other to address violence against women. VAWA has fundamentally changed the way that criminal justice agencies, victim advocacy organizations, and service providers within local communities address victim safety and offender accountability.

Grants to State Sexual Assault and Domestic Violence Coalitions Program (State Coalitions Program)

State coalitions have played a critical role in advancing the goals of VAWA, serving as a collective voice to end violence against women through collaboration with federal, state, and local organizations, including faith-based and community organizations. Statewide sexual assault coalitions provide direct support to member rape crisis centers through funding, training and technical assistance, public awareness activities, and public policy advocacy (e.g., state coalitions might work with law enforcement, prosecution, faith-based and community organizations to enhance their responses to victims of sexual assault). Statewide domestic violence coalitions provide comparable support to member battered women's shelters and other domestic violence victim service providers.

For approximately one-third of States and Territories, these support services are provided through a single or dual sexual assault and domestic violence coalition. For the small number of states where more than one state sexual assault and/or domestic violence coalitions exist, only those who meet statutory eligibility requirements will be eligible (See OVW's website for a current list of eligible state sexual assault and dual coalitions, <http://www.ovw.usdoj.gov/statesexual.htm>, and eligible state domestic violence and dual coalitions, <http://www.ovw.usdoj.gov/statedomestic.htm>).

The Sexual Assault Services to State Coalitions Program

The Sexual Assault Services to State Coalitions Program (SASP) was created by the Violence Against Women and Department of Justice Reauthorization Act of 2005 (VAWA 2005) 42 U.S.C.14043g, and is the first federal funding stream solely dedicated to the provisions of direct intervention and related assistance for victims of sexual assault. The SASP encompasses five different grant programs for States and Territories, tribes, state sexual assault coalitions, tribal sexual assault coalitions, and culturally specific organizations. Overall, the purpose of SASP is to provide intervention, advocacy, accompaniment, support services, and related assistance for adult, youth, and child victims of sexual assault, family and household members of victims, and those collaterally affected by the sexual assault. Congress, OVW, and victim advocates recognized the need to focus on sexual assault in order to address the national prevalence of sexual assault, lack of available direct intervention and related assistance services, and the unique aspects of sexual assault trauma from which victims must heal. The SASP will support such services through the establishment, maintenance, and expansion of state and territorial sexual assault coalitions and other programs and projects to assist those victimized by sexual assault.

Deadline: Registration

The Grants Management System (GMS) registration deadline is **April 2, 2009**. It may take up to one week for you to receive confirmation that you are eligible to apply. Applicants should retain proof of timely submission.

NOTE: OVW discretionary competitive programs are required to submit their applications through Grants.gov. However, the Grants to State Sexual Assault and Domestic Violence Coalitions and Sexual Assault Services to State Coalitions Program is not a discretionary program. It will continue to be submitted through GMS.

Deadline: Application

The due date for applying for funding under this announcement is **8:00 p.m. e.t. on April 2, 2009**. In addition, applicants must send a hard copy via an overnight delivery method, dated by April 2, 2009. See page 9 for further instructions on this.

Eligibility

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

By statute, eligible entities for this program are:

Eligible Entity	State Coalitions Program	Sexual Assault Services to State Coalitions Program
<p><u>State Sexual Assault Coalitions</u> (See OVW's website for a current list of eligible state sexual assault coalitions, www.ovw.usdoj.gov/statesexual.htm.)</p>	<p>State sexual assault coalitions are eligible for funding through the State Coalitions Program and should provide programming, activities, and budget details attributed to the purpose areas of the State Coalitions Program.</p>	<p>State sexual assault coalitions are eligible for funding through SASP and should provide programming, activities, and budget details attributed to the purpose areas of SASP.</p>
<p><u>Dual Sexual Assault and Domestic Violence Coalitions</u> (See OVW's website for a current list of eligible state sexual assault and dual coalitions, http://www.ovw.usdoj.gov/statesexual.htm, and eligible state domestic violence and dual coalitions, http://www.ovw.usdoj.gov/statedomestic.htm.)</p>	<p>Dual coalitions are eligible for funding through the State Coalitions Program and should provide programming, activities, and budget details attributed to the purpose areas of the State Coalitions Program.</p>	<p>Dual coalitions are eligible for funding through SASP as it relates to their sexual assault services and should provide programming, activities, and budget details attributed to the purpose areas of SASP.</p>
<p><u>State Domestic Violence Coalitions</u> (See OVW's website for a current list of eligible state domestic violence coalitions, http://www.ovw.usdoj.gov/statedomestic.htm.)</p>	<p>State domestic violence coalitions are eligible for funding through the State Coalitions Program and should provide programming, activities, and budget details attributed to the purpose areas of the State Coalitions Program.</p>	<p>State domestic violence coalitions are not eligible for funding appropriated through SASP.</p>

Funding to Faith-Based and Community Organizations

Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is DOJ policy that faith-based and community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or

against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

If the applicant organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive Federal funds and yet maintain that hiring practice, even if the law creating the funding program contains a general ban on religious discrimination in employment. For the circumstances under which this may occur, and the certifications that may be required, please see http://www.ojp.usdoj.gov/funding/other_requirements.htm.

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

OVW Grants to State Sexual Assault and Domestic Violence Coalitions Program and Sexual Assault Services to State Coalitions Program—Specific Information

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 12 months. **All budgets must reflect 12 months of project activity, and the total “estimated funding” (block 15) on the SF-424 must reflect 12 months.**

Award Amounts

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project activities and costs. State Coalitions Program and SASP funds for federal fiscal year 2009 will be awarded based on the following guidelines:

Sexual Assault Coalitions

Sexual assault coalitions in each State, the District of Columbia, the Commonwealth of Puerto Rico, American Samoa, Guam, the Northern Mariana Islands, and the Virgin Islands should propose activities under the State Coalitions Program purpose areas and budget for no more than **\$82,965**. Activities related to SASP purpose areas should be budgeted for no more than **\$30,000**. Budgets submitted by sexual assault coalitions clearly denoting the different activities should equal no more than **\$112,965**.

Dual Sexual Assault and Domestic Violence Coalitions

Eligible dual sexual and domestic violence coalitions will receive the combined allocation for activities under the State Coalitions Program purpose areas. Dual coalitions must ensure an equitable distribution of funds in their budgets to sexual assault and domestic violence related activities. Thereby, dual sexual assault and domestic violence coalitions in each State, the District of Columbia, the Commonwealth of Puerto Rico, American Samoa, Guam, the Northern Mariana Islands, and the Virgin Islands should propose activities under the State Coalitions Program purpose areas budgeted for no more than **\$165,930**. Activities related to SASP purpose areas can only be directed to sexual assault activities and should be budgeted for no more than **\$30,000**. Budgets submitted by dual sexual assault and domestic violence coalitions clearly denoting the different activities should equal no more than **\$195,930**.

Domestic Violence Coalitions

Domestic violence coalitions in each State, the District of Columbia, the Commonwealth of Puerto Rico, American Samoa, Guam, the Northern Mariana Islands, and the Virgin Islands should propose activities under the State Coalitions Program purpose areas budgeted for no more than **\$82,965**. **Domestic violence coalitions are not eligible for SASP funding.** Budgets submitted by domestic violence coalitions should clearly denote only State Coalitions Program purpose area activities and equal no more than **\$82,965**.

Program Scope

The statutory program purposes for both the State Coalitions Program and SASP are described below:

State Coalitions Program Statutory Purposes

By statute, funds under the Grants to State Sexual Assault and Domestic Violence Coalitions Program may be used for the following purposes:

- Coordinating state victim services activities; and
- Collaborating and coordinating with federal, state, and local entities engaged in violence against women activities.

Examples of activities that may be supported

Grant funds may be used for activities related to the implementation of VAWA, including:

- Providing training and technical assistance to member agencies;
- Expanding the technological capacity of coalitions and/or member programs;
- Developing or enhancing appropriate standards of services for member programs, including culturally appropriate services to underserved populations;
- Conducting statewide, regional and/or community-based meetings or workshops for victim advocates, survivors, legal service providers, and criminal justice representatives;
- Bringing local programs together to identify gaps in services and to coordinate activities;
- Increasing the representation of underserved populations in coordination activities, including providing financial assistance to organizations that serve underserved communities to participate in planning meetings, task forces, committees, etc.;
- Engaging in activities that promote coalition building at the local and/or state level; and
- Coordinating federal, state and/or local law enforcement agencies to develop or enhance strategies to address identified problems.

SASP Statutory Purposes

By statute, funds under SASP may be used for the following purpose:

- To support the establishment, maintenance, and expansion of sexual assault state and territorial coalitions.

Examples of activities that may be supported

Grant funds may be used for the following activities:

- Working with local sexual assault programs and other providers of direct services to encourage appropriate responses to sexual assault within the State or Territory;
- Working with judicial and law enforcement agencies to encourage appropriate responses to sexual assault cases;
- Working with courts, child protective services agencies, and children's advocates to develop appropriate responses to child custody and visitation issues when sexual assault has been determined to be a factor;
- Designing and conducting public education campaigns;
- Planning and monitoring the distribution of grants and grant funds to their State or Territory; or
- Collaborating with and informing federal, state, or local public officials and agencies to develop and implement policies to reduce or eliminate sexual assault.

Activities That May Compromise Victim Safety

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

- Crafting policies that require victims to report domestic violence, sexual assault, dating violence or stalking crimes to law enforcement or that require victims to participate in criminal proceedings;
- Crafting policies that deny individuals access to services based on their relationship to the perpetrator;
- Developing materials that are not tailored to the dynamics of domestic violence, sexual assault, or the culturally specific population to be served;
- Crafting policies or engaging in practices that impose restrictive conditions to be met by the victim in order to receive services (e.g., counseling, seeking an order for protection); and
- Sharing confidential victim information with outside organizations and/or individuals without the documented consent of the victim.

Procedures that provide victims the opportunity to make an informed choice about whether to testify are encouraged.

Unallowable Activities

Grant funds under the Grants to State Sexual Assault and Domestic Violence Coalitions and Sexual Assault Services to State Coalitions Program may not be used for any unauthorized purposes, including but not limited to the following activities:

- Lobbying;
- Fundraising;
- Research projects;
- Sub-contracting grant funds to member programs for the provision of direct services;
- Building modifications, including such seemingly minor activities as carpeting and painting;
- Hiring a grant writer or paying any portion of staff salaries for this purpose; or
- Sexual Assault Forensic Examiner projects;
- Criminal justice-related projects, including law enforcement, prosecution, courts, and forensic interviews;
- Addressing child abuse, including physical and sexual abuse with grant funds attributed to the State Coalitions.

Addressing child sexual abuse and adult survivors of sexual abuse is permissible under SASP funding.

Performance Measures

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

<i>Objective</i>	<i>Performance Measures</i>	<i>Data Grantee Provides</i>
Strengthen partnerships for safer communities and enhance the Nation's capacity to prevent, solve, and control crime.	1) The number of member programs belonging to the coalition; 2) The number of trainings conducted by the coalition; and 3) The number of participants attending coalition trainings.	This information will be provided to OVW through semi-annual progress report forms. Please see http://muskie.usm.maine.edu/vawa/mei/formstate.htm for a sample form.

How to Apply

Applicants must submit a fully executed application to OVW through **GMS**, including all required supporting documentation. **Faxed applications will not be accepted.** Applications submitted via attachment in GMS must be in the following word processing formats: Microsoft Word (.doc), PDF files, (.pdf), or Text Documents (.txt). (Please refer to OVW's [Information for Applicants page](#) for the Step-by-Step Guide to OJP's Grants Management System.)

In addition, applicants must send **via overnight delivery** a complete hard copy original of the application, including signed copies of all required Assurances and Certifications, **postmarked by April 2, 2009** to:

The Office on Violence Against Women
800 K Street, N.W., Suite 920
Washington, D.C. 20001
(202) 307-6026
Attn: Traci Rollins-Johnson

Note: The Office of Justice Programs (OJP) Grants Management System (GMS) does not accept executable file types as application attachments. GMS downloads applications from Grants.gov and is the system in which OVW reviews applications and manages awarded grants. These disallowed file types include, but are not limited to, the following extensions: ".com", ".bat", ".exe", ".vbs", ".cfg", ".dat", ".db", ".dbf", ".dll", ".ini", ".log", ".ora", ".sys", and ".zip".

CFDA Number

The Catalog of Federal Domestic Assistance number for this program is 16.556, titled "FY 2009 State Sexual Assault and Domestic Violence Coalitions Program and the Sexual Assault Services to State Coalitions Program."

A DUNS number is required

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

What an Application Must Include

Applicants must complete each of the following sections as part of their response to this solicitation. **It is the responsibility of the applicant to ensure that the application is complete. OVW will remove an application from further consideration prior to review if the application is incomplete.** The proposal should follow the order below for easy reading. **Please be sure to number each page of the application.**

Applications must use the following page format requirements:

- Double spaced
- 8½ x 11 inch paper
- One inch margins
- Type no smaller than 12 point, Times New Roman font
- No more than two pages each for Summary Data Sheet and Abstract
- No more than 5 pages for Status of the Project (if applicable)
- No more than 20 pages for the Program Narrative

Application for Federal Assistance (SF-424)

The SF-424 will be filled out online through GMS. However, it should also be printed out and included in the hard copy that is submitted for consideration. The Catalog of Federal Domestic Assistance number for this program is 16.556 (block 10). Please be sure that the Federal amount requested on the SF-424 matches the amount in the submitted budget. Also, in block 7 (Type of Applicant), please do not select "other."

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

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

Review the assurances and certification forms. To successfully submit an application, applicants must agree to all of these assurances and certifications without exception. Agreement to these assurances and certifications will be assumed upon receipt of an application received through GMS.

Narrative

The following narrative will be submitted as an attachment in GMS. Note that the Program Narrative may not exceed 20 pages in total.

A. Summary Data Sheet

Please identify the following:

- Name, title, address, phone number, fax number, and e-mail address for the authorized official and point of contact;
- A list of other Federal grant programs from which the applicant agency currently receives funding or for which it has applied in Federal Fiscal Year 2009;
- Current grantees applying for continuation funding must provide the balance remaining in the grant as of the date of the application and the original award amount; and
- Whether the fiscal agency has expended \$500,000 in federal funds the past fiscal year.

B. Status of the Current Project

**Only applicants for continuation funding need to complete this section.
Applications that do not meet the criteria below may receive a deduction in points.**

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

- A description of the goals and objectives from the prior grant period and a brief discussion of the status of the existing project;
- A map showing the designation of the member domestic violence or sexual assault centers in the state;
- The status of any project products;

- Any unanticipated obstacles to project implementation;
- The approximate unobligated amount of award funds remaining as of April 2, 2009, the anticipated timeline for expenditure of all remaining funds within the grant award period, whether the grantee anticipates requesting a no-cost extension of the award, and the likely timeline for such a request;
- A description of the grantee's efforts to sustain part or all of the current project without Federal funds; and
- A list of all OVW-sponsored technical assistance events attended during the most recent project period of the current award, including the title, location and date(s) of each.

This section should be as clear and succinct as possible.

C. What Will Be Done

This section should briefly:

- Describe project goals and objectives;
- Describe tasks and activities necessary for accomplishing each, and including a time line that identifies when activities will be accomplished; and
- Describe products that will be generated and how they could be used to assist member programs and/or collaborative efforts with federal, state, or local entities engaged in violence against women intervention and prevention activities. Grantees will be required to submit all products to OVW for review and approval prior to public release.

Sexual assault coalitions and dual coalitions should clearly specify which activities will be supported by State Coalitions Program purpose areas and which activities will be supported by SASP purpose areas. This specificity should also be reflected throughout the budget detail worksheets and the budget summary.

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

Budget Detail Worksheet and Narrative

Each application must include a detailed budget and budget narrative for the project. This will be submitted as an attachment in GMS. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the basis for the computation of all project-related costs. It should cover the cost of all components of the project. There must be a clear link between the proposed activities and the proposed budget items. The budget should include only those activities, products, and resources that are necessary for project implementation and discussed in the project narrative. The budget details and the budget narrative should clearly delineate which activities are being funded with State Coalitions Program funds and which activities will be attributed to SASP funds.

In developing the budget, applicants should fairly compensate all project partners for their participation in any project-related activities, including but not limited to, compensation for time and travel expenses to attend meetings or provide project development, training, and implementation. The budget **must** include compensation for all services rendered by project

partners, including nonprofit, nongovernmental domestic violence, dating violence, sexual assault, and/or stalking victim services programs.

Budget Caps

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project activities and costs. Grants to State Sexual Assault and Domestic Violence Coalitions and Sexual Assault Services to State Coalitions Program funds for Fiscal Year 2009 will be awarded based on the following guidelines:

Sexual Assault Coalitions

Sexual assault coalitions in each State, the District of Columbia, the Commonwealth of Puerto Rico, American Samoa, Guam, the Northern Mariana Islands, and the Virgin Islands should propose activities under the State Coalitions Program purpose areas and budget for no more than **\$82,965**. Activities related to SASP purpose areas should be budgeted for no more than **\$30,000**. Budgets submitted by sexual assault coalitions clearly denoting the different activities should equal no more than **\$112,965**.

Dual Sexual Assault and Domestic Violence Coalitions

Eligible dual sexual and domestic violence coalitions will receive the combined allocation for activities under the State Coalitions Program purpose areas. Dual coalitions must ensure an equitable distribution of funds in their budgets to sexual assault and domestic violence related activities. Thereby, dual sexual assault and domestic violence coalitions in each State, the District of Columbia, the Commonwealth of Puerto Rico, American Samoa, Guam, the Northern Mariana Islands, and the Virgin Islands should propose activities under the State Coalitions Program purpose areas budgeted for no more than **\$165,930**. Activities related to SASP purpose areas can only be directed to sexual assault activities and should be budgeted for no more than **\$30,000**. Budgets submitted by dual sexual assault and domestic violence coalitions clearly denoting the different activities should equal no more than **\$195,930**.

Domestic Violence Coalitions

Domestic violence coalitions in each State, the District of Columbia, the Commonwealth of Puerto Rico, American Samoa, Guam, the Northern Mariana Islands, and the Virgin Islands should propose activities under the State Coalitions Program purpose areas budgeted for no more than **\$82,965**. **Domestic violence coalitions are not eligible for SASP funding.** Budgets submitted by domestic violence coalitions should clearly denote only State Coalitions Program purpose area activities and equal no more than **\$82,965**.

Budget Requirements

The following is a short list of budgetary guidelines:

- Applicants are strongly discouraged from requesting consultant rates in excess of \$450 per day.
- Applicants **may not** allocate any grant funds for building renovations. This includes such seemingly minor activities as painting or carpeting.
- Applicants may not use any OVW funds for conducting research. However, up to 1% of the budget may be allocated for the purpose of assessing the effectiveness of funded activities. For example, funds may be used to conduct pre- and post-testing of training recipients or victim satisfaction surveys. In conducting such testing or surveys, grantees may not collect,

analyze, or disseminate any information identifiable to a private person during the course of assessing the effectiveness of funded activities.

- A contribution of non-Federal dollars (“match”) is not required for this program, but applicants are encouraged to maximize the impact of Federal dollars by contributing to the costs of their projects. Supplemental contributions may be cash, in-kind services, or a combination of both. Any non-Federal contributions can be discussed in the project narrative; however, these supplemental contributions should **not** be included in the budget or budget narrative.
- Access to current research and practice on violence against women through training and technical assistance can reduce staff burnout, improve project performance, and impact project sustainability. Therefore, OVW offers a wide range of training and technical assistance opportunities to all of its grantees. These offerings are specifically designed to assist grantees in meeting their goals and objectives and in complying with all relevant statutory and programmatic requirements. All applicants **are encouraged** to allocate funds in the amount of \$5,000 to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Applications selected for funding that do not include the entire recommended amount will not receive additional funds for this purpose, but will be required to adjust their budgets to cover these costs prior to final approval of the proposal. If the person attending the technical assistance offering is an employee of the applicant, the amount should be included in the “Travel” category; if the attendee is a partner of the applicant, the amount should be included in the “Consultants/Contracts” category. Be sure to label costs for this purpose as “OVW Technical Assistance.” Please provide an estimated breakdown for this amount (include the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc.). OVW technical assistance is provided free of charge to grantees, so applicants do not need to include funds for registration fees. These funds are to be used **only** for OVW-designated technical assistance unless otherwise approved by OVW. Any training and technical assistance funds not used by the end of the grant period may not be reprogrammed and must be returned to OVW. Travel funds should be used to support travel by all partners, including nonprofit, nongovernmental victim services providers.
- Applicants are also encouraged to include funds in their budgets to attend Financial Management Training Seminars sponsored by the OJP’s Office of the Chief Financial Officer. These seminars instruct participants in the financial administration of OJP and OVW formula and discretionary grant programs. A schedule listing the financial training seminars is available at http://www.ojp.usdoj.gov/training/fmts_general.htm.

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

Letter of Nonsupplanting

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

Financial Capability Questionnaire

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

Indirect Cost Rate Agreement

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

Audit Letter Requirement

Applicants are required to submit with their application a brief letter, on official letterhead signed by the authorizing official, stating clearly if they have or have not expended in excess of \$500,000 in federal funds during the past fiscal year. If the applicant has not exceeded this threshold, they may simply state this in the letter. If the applicant has exceeded the \$500,000 limit, they must indicate when a single audit review was performed and the issued report submitted to the Federal Audit Clearinghouse at <http://harvester.census.gov/sac/index.html>. Grant award processing will be delayed without the inclusion of this documentation. (Please refer to OVW's website, <http://www.ovw.usdoj.gov/applicants.htm>, for a sample Audit Letter).

Additional Requirements

- Civil Rights Compliance;
- Confidentiality and Human Subjects Protections regulations;
- Anti-Lobbying Act;
- Financial and Government Audit Requirements;
- National Environmental Policy Act (NEPA) compliance;
- DOJ Information Technology Standards;
- Single Point of Contact Review;
- Non-Supplanting of State or Local Funds;
- Criminal Penalty for False Statements;
- Compliance with OJP's Office of the Chief Financial Officer [Financial Guide](#);

- Suspension or Termination of Funding;
- Government Performance and Results Act (GPRA);
- Rights in Intellectual Property; and
- Federal Funding Accountability and Transparency Act (FFATA) of 2006.

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

OVW Application Checklist

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

Complete applications should include the following:

- The SF-424;
- Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug Free Workplace Requirements;
- The summary data sheet, project narrative, and the status of the project;
- The budget, budget summary, and budget narrative;
- Letter of non-supplanting;
- A current Indirect Cost Rate Agreement (if applicable);
- Financial Capability Questionnaire (if applicable); and
- Audit Requirement Letter.

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

To help expedite the review process, applicants must send **via overnight delivery** a complete hard copy original of the application, **postmarked by April 2, 2009** to:

**The Office on Violence Against Women
800 K Street, N.W., Suite 920
Washington, D.C. 20001
(202) 307-6026
Attn: Traci Rollins-Johnson**