

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



The United States Department of Justice, Office on Violence Against Women (OVW) (www.ovw.usdoj.gov) is pleased to announce that it is seeking applications for the Transitional Housing Assistance Program. This program furthers the Department's mission by providing transitional housing assistance to victims of sexual assault, domestic violence, dating violence, and/or stalking.

OVW Fiscal Year 2010 Transitional Housing Assistance Grants for Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking Program

Eligibility

Applicants are limited to States, units of local government, Indian tribes, and other organizations, including faith-based and other community organizations, that have a documented history of effective work concerning sexual assault, domestic violence, dating violence, and stalking

(See "Eligibility," page 4)

Deadline

Letters of intent to apply should be submitted by February 17, 2010.
All Applicants should register online with GMS by February 17, 2010.
All applications are due by **8:00 p.m. E.T. on March 9, 2010.**

(See "Deadline: Application," page 4)

Contact Information

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

In 2010 OVW applications will be submitted through the Office of Justice Programs Grants Management System (GMS). For further information and assistance, please see <http://www.ovw.usdoj.gov/docs/gms-application.pdf>.

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OVW FY 2010 Transitional Housing Assistance Grants for Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking Program (CFDA 16.736)

Overview

This solicitation contains information on how to apply for the Transitional Housing Assistance Grants for Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking Program. For general information on applying for all OVW grant programs, please see the OVW Fiscal Year 2010 Grant Program Solicitation Reference Guide (Reference Guide) at <http://www.ovw.usdoj.gov/grants-resource-guide.htm>. All applicants should read carefully both this solicitation and the Reference Guide before beginning the application process.

About the OVW Transitional Housing Assistance Grants for Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking Program

The OVW Transitional Housing Assistance Grants for Victims of Sexual Assault, Domestic Violence, Dating Violence, or Stalking Program Transitional Housing Assistance Program focuses on a holistic, victim-centered approach to providing transitional housing services that move individuals into permanent housing. Grants made under this grant program support programs that provide assistance to victims of sexual assault, domestic violence, dating violence, and/or stalking who are in need of transitional housing, short-term housing assistance, and related support services. Successful transitional housing programs provide a wide range of flexible and optional services that reflect the differences and individual needs of victims and that allow victims to choose the course of action that is best for them. Transitional Housing programs may offer individualized services such as counseling, support groups, safety planning, and advocacy services as well as practical services such as licensed child care, employment services, transportation vouchers, telephones, and referrals to other agencies. Trained staff and case managers may also be available to work with clients to help them determine and reach their goals of permanent housing.

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 will not obligate you to submit an application.** 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 **February 17, 2010**. You may send the letter to OVW at ovw.transitionalhousing@usdoj.gov. OVW will use these letters to predict the number of peer review panels needed to review the applications. You **can** still submit an application for funding if you do not submit a Letter of Intent.

Deadline: Registration

The GMS registration deadline is February 17, 2010. For more information on the process of registering and applying in GMS, please see the [Reference Guide](#) at pages 13-15.

Deadline: Application

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

The deadline for applying for funding under this announcement is **March 9, 2010, 8:00 p.m.** A hard copy must be sent via an overnight delivery method, post-marked by March 9, 2010 to:

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

Applicants are strongly encouraged to submit their applications well in advance of the deadline, in order to ensure a successful submission through GMS. 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. Applications that are submitted by non-eligible entities will be screened out during an initial review process and omitted from further review.

By statute, eligible entities for this program are:

- States
- Units of local government
- Indian tribes
- Other organizations, including domestic violence and sexual assault victim service providers, domestic violence and sexual assault coalitions, other nonprofit, nongovernmental organizations, faith-based and community organizations, and culturally specific organizations, **that have a documented history of effective work concerning sexual assault, domestic violence, dating violence, and/or stalking.**

For the purposes of this program, *Indian Tribe* is defined as any tribe, band, nation, or other organized group or community, including an Alaska Native village or regional or village corporation (as defined in or established pursuant to the Alaska Native Claims Settlement Act, 43 U.S.C. § 1601 *et seq.*), that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. Any applicant

representing a consortium of tribal governments and/or organizations must submit a resolution from the constituent tribal governments and/or organizations supporting the application.

Notice to Tribal Applicants

The Violence Against Women and Department of Justice Reauthorization Act (VAWA 2005) created a new program (the Grants to Indian Tribal Governments Program) tailored to the needs of tribal governments in responding to sexual assault, domestic violence, dating violence, and stalking. The program combines the purpose areas from several existing programs including this one. While tribal governments are still eligible applicants within the Transitional Housing Assistance Program, VAWA 2005 requires that 10 percent of Transitional Housing Assistance Program funds be transferred to the Grant to Indian Tribal Governments Program.

Notwithstanding OVW's Grants to Indian Tribal Program, tribal governments are eligible to apply under this solicitation and under all other OVW solicitations for which they meet eligibility.

Other Organizations

For the purpose of this program, other "organizations" include nongovernmental private entities, including faith-based and community organizations. Based on past experience, applications from universities have not proposed activities that focus on the statutory purpose and scope of this program. Therefore, universities are discouraged from applying unless they are proposing activities clearly focused on the purpose and scope of this program.

An organization can demonstrate a history of effective work by showing the number of years the agency has provided direct victim and/or housing services, the qualifications or skills of staff assigned to the grant, and the training they have obtained and/or provided.

Types of Applicants

In FY 2010, OVW will accept applications for the Transitional Housing Assistance Program from applicants that most recently received a Transitional Housing Assistance Program grant in Fiscal Year 2007 or before, past unsuccessful applicants, and applicants that have not previously applied for funding under this program.

Entities that received Transitional Housing Assistance Program funding in FY 2008 or FY2009 are not eligible to apply.

Notwithstanding the limitation in the two preceding paragraphs, Recovery Act Transitional Housing Assistance Program grantees that otherwise meet the above eligibility criteria are also eligible to apply. A special note to Recovery Act Transitional Housing Assistance grantees: all Recovery Act grant funding must be tracked, accounted for, and reported on separately from all other funds (including DOJ grant funds from non-Recovery Act grants awarded for the same or similar purposes or programs). All FY 2010 recipients of Transitional Housing Assistance Program funding must be prepared to track and report on the specific outcomes and benefits attributable to use of grant funds separately from the specific outcomes and benefits attributable to use of Recovery Act funds.

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. Budgets must reflect 36 months of project activity, and the total “estimated funding” (block 15) on the SF-424 must reflect 36 months.**

Award Amounts

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs. Transitional Housing Assistance funds for FY 2010 will be awarded based on the following guidelines:

- All applicants may apply for up to \$250,000.

Program Scope

Under 42 U.S.C. § 13975, grants under this program support programs to provide assistance to individuals who are homeless or in need of transitional housing or other housing assistance as a result of fleeing a situation of sexual assault, domestic violence, dating violence, and/or stalking, and for whom emergency shelter services or other crisis intervention services are unavailable or insufficient.

Grant funds may be used to provide services only to victims of sexual assault, domestic violence, dating violence, and/or stalking, and their children and dependents, who meet the above criteria.

Statutory Program Purposes

By statute, funds under the Transitional Housing Assistance Program may be used for the following purposes:

- Programs that provide transitional housing, including funding for the operating expenses of newly developed or existing transitional housing;
- Programs that provide short-term housing assistance, including rental or utilities payments assistance and assistance with related expenses such as payment of security deposits and other costs incidental to relocation to transitional housing; and
- Programs that provide support services designed to enable individuals who are fleeing sexual assault, domestic violence, dating violence, and/or stalking to locate and secure permanent housing and integrate into a community by providing those individuals with services such as transportation, counseling, child care services, case management, employment counseling, and other assistance.

OVW is interested in programs that provide a broad range of holistic, victim-centered transitional housing services that move individuals to permanent housing, including transportation, counseling, child care services, case management, and employment counseling.

Applications that propose projects that are substantially outside the scope of the Transitional Housing Assistance Program will be disqualified from further funding consideration

Limited Use of Funds for Legal Services

Grant funds for legal services will be limited to those legal services that are necessary to assist a victim of sexual assault, domestic violence, dating violence, and/or stalking to locate and secure permanent housing, and to integrate into a community, such as legal services regarding housing, protection orders, and limited immigration matters that may impact and affect a victim's ability to obtain housing (such as U-visas). Funds under this grant program may not be used for comprehensive, long-term legal assistance, such as divorce or child custody.

(Note: Applicants who are interested in providing more comprehensive legal services to victims may wish to consider OVW's FY2010 Legal Assistance for Victims program funding opportunity.)

Services to Victims

Grant funds may be used to provide services only to victims of sexual assault, domestic violence, dating violence, and/or stalking and their children and dependents. Services may only be provided to victims: (1) who are homeless, or in need of transitional housing or other housing assistance, as a result of fleeing a situation of sexual assault, domestic violence, dating violence, or stalking; and (2) for whom emergency shelter services or other crisis intervention services are unavailable or insufficient.

Supportive services funded under the OVW Transitional Housing Assistance grant can only be offered and provided to individuals who are victims of sexual assault, domestic violence, dating violence, and/or stalking and receiving transitional housing services. For an individual to receive supportive services, they must either (1) reside in a transitional housing unit that is operated by the agency or project partner; or (2) receive short-term housing assistance (rental assistance). Grant funds may not be used to provide supportive services beyond this scope.

Elder Abuse

Grant funds may be used to provide transitional housing and services for victims of intimate partner abuse and sexual assault committed against an individual aged 50 or older. **All activities addressing elder neglect or elder caregiver abuse will be considered out of scope.**

(Note: Applicants who are interested in serving this population may wish to consider OVW's FY2010 Abuse of Women in Later Life program funding opportunity.)

Sanctions Against Victims

Participation by individuals in support services shall be **voluntary, and must not be made a condition for receiving housing assistance**. Victims should not be ordered to attend therapy or other specific services or be penalized for choosing not to participate in the criminal justice system. **All activities specifying mandatory participation in support services will be considered out of scope.**

Prevention Activities

Grant funds may not be used for addressing prevention activities (e.g., outreach to elementary and secondary schools, implementation of educational programs regarding domestic and dating violence intervention, and public awareness campaigns). Grantees are only permitted to engage in outreach activities to inform potential victims about the availability of services. In addition, grant funds may not be used to prevent homelessness by payment of mortgage, property taxes or other expenses that would prevent foreclosure or eviction.

Property

Grant funds may not be used for the purchase of property. Please see [Reference Guide](#) at page 11.

Purchase and/a lease of Vehicles

Grant funds may be considered for the purchase and/or lease of a vehicle by the grantee or its partner organization on a case-by-case basis. If requesting a vehicle, a lease/purchase analysis must be submitted in the application. Grant funds may not be used for the purchase and/or down payment of a vehicle for private ownership by a client in a transitional housing program.

Family Violence

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

Children

Applicants may not use grant funds to provide direct services to children, including children who witness domestic violence or are victims of child abuse, except where such services are an ancillary part of providing services to the child's parent who is a victim of sexual assault, domestic violence, dating violence or stalking, such as providing child care services while the victim receives services.

Areas of Special Interest to OVW

In FY 2010, OVW is particularly interested in projects that:

- Create innovative partnerships between sexual assault, domestic violence, dating violence, and/or stalking victim service providers and faith-based and community organizations that improve the overall value and effectiveness of transitional housing by bringing together organizations with expertise in the dynamics of sexual assault, domestic violence, dating violence, and/or stalking to provide a broad spectrum of support services, such as mentoring, job training, childcare, and literacy education;
- Develop innovative programs to provide transitional housing and supportive services to older individuals (defined as victims of sexual assault and intimate partner domestic violence who are 50 or older) by addressing the unique barriers to receiving assistance that these victims face;
- Address the complex needs of individuals with disabilities by providing transitional housing assistance that will enhance the accessibility of services, resources, communication, and outreach to individuals with disabilities;
- Provide transitional housing in rural jurisdictions while addressing the lack of available resources in those jurisdictions, social and cultural challenges, and geographic isolation; and
- Develop innovative approaches to improve transitional housing program accessibility and culturally sensitive services to immigrants while addressing barriers that immigrants experience such as the lack of knowledge about resources, language barriers, and issues surrounding immigration.

Activities That May Compromise Victim Safety and Recovery

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

- Promoting policies and practices that fail to encourage ongoing safety planning with all victims;
- Promoting policies and procedures that fail to protect the confidentiality of victims;
- Promoting policies and procedures that fail to account for physical safety issues;
- Sponsoring alternative dispute resolution or joint counseling as a response to sexual assault, domestic violence, dating violence, and/or stalking;
- Promoting procedures that would require victims to seek legal sanctions against their abusers (e.g., seek a protection order, file formal complaint); and
- Requiring victims to meet restrictive conditions in order to receive services (e.g. the decision to seek a protection order or counseling is a choice that should be reserved to the victim, and should not be a precondition to services).

Activities that compromise victim safety and recovery will be a factor reviewed during OVW internal review. Applications may be considered out of scope if significant activities are included that could compromise victim safety and recovery.

Unallowable Activities

Grant funds under the Transitional Housing Assistance Program 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;
- Purchase of vehicles for private ownership by Transitional Housing clients

Performance Measures

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

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

How To Apply

See the [Reference Guide](#) at pages 13-17 for information regarding “how to apply.”

What An Application Must Include

Applicants must complete each of the following sections as part of their response to this solicitation. **It is the responsibility of the applicant to ensure that its application is complete by the deadline. OVW will remove the application from consideration prior to peer review if the application is substantially incomplete or received after the deadline without prior permission as described in the [Reference Guide](#) at pages 15-16.** For each section listed below, please note the corresponding maximum point value that may be assigned during the peer review scoring process. The application should follow the order below for easy reading. Peer reviewers will not receive any additional materials submitted beyond those required. For example, if an application includes a narrative that is 25 pages, the last five pages will be removed prior to peer review.

Applications must use 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 brief 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 20 pages for the Project Narrative (item VII below)
- Word processing documents must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).

Sections I through XII 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 a copy 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 GMS 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 (5 Points)

Please list the following information on a single page. The Summary Data Sheet should be a separate attachment to the application in GMS 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.
- New or Supplemental application.
- Whether the agency has expended \$500,000 in federal funds in the past fiscal year. Please specify the end date of the fiscal year.
- A list of all organizations collaborating on the project, including faith-based and community organizations. For applications seeking supplemental funding to a current OVW Transitional Housing award, please indicate any partners that are new to the project as well as partners mentioned in the former grant award that are no longer collaborating on the project.
- Whether this project is a local, tribal, or multi-jurisdiction project.
- The communities or regional area(s) (city, town, tribal area, parish) where this project will be implemented.
- The Transitional Housing Assistance Statutory Program Purposes and Areas of Special Interest to OVW, if any, addressed by this proposal. Applicants are not required to address an Area of Special Interest to OVW.
- Whether the applicant is a Recovery Act Transitional Housing Assistance Program Grantee.

V. Proposal Abstract

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

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

VI. Summary of Current OVW Projects

For each current OVW Project, as defined in the OVW [Reference Guide](#) at page 7, please provide the following information:

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

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

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

In addition to this information, OVW will evaluate the performance of the applicant in all current grants as a factor in the consideration of this application. Please note that applicants that have previously been OVW grantees and have failed to meet grant deadlines, failed to comply with financial requirements, or failed to comply with special conditions from previous grants may not be considered for funding.

VII. Project Narrative (Total 60 Points)

The following narrative should be a separate attachment to the application in GMS and a separate section in the hard copy. The Project Narrative may not exceed 20 pages in length, double-spaced. Please number the pages of your narrative.

A. Purpose of Application (15 points)

This section should briefly:

- Describe the problem to be addressed and how funding would alleviate it;
- Describe the community's service area in which the project would be implemented, including location, population, and demographic information;
- Identify the target population and state how the target population would benefit from the proposed project (please use current demographic information for the service area in order to be as specific and detailed as possible when describing the population to be served);
- Describe current services and gaps;
- If the applicant is a Recovery Act Transitional Housing Assistance Program grantee or is applying for multiple OVW grants, describe how this project compliments such other projects without duplicating efforts.

This section will be rated on the following criteria:

- The need or continued need for the project;
- The description of the community to be served, including diverse, traditionally, underserved populations of victims of domestic violence, dating violence, sexual assault, and/or stalking and how the proposed project will address their needs; and
- The description of current transitional housing programs and/or financial housing assistance for victims of sexual assault, domestic violence, dating violence, and/or stalking in the community to be served.
- How the proposed project will compliment other OVW efforts (if applicable), and not duplicate efforts.

B. What Will Be Done (30 points)

This section should briefly:

- Detail project goals and objectives, describing specific tasks and activities necessary for accomplishing each;
- Include a timeline for all project activities including a planning phase (if applicable);
- Describe the applicant's method for determining client eligibility (e.g., screening tools), services offered (including safety planning), facility rules and regulations, facility safety measures, and a fee schedule (if applicable).

This section will be rated on the following criteria:

- The extent to which all project activities fall within the statutory scope of the program;
- The extent to which proposed activities would address the need described;
- The extent to which project activities seem feasible and likely to succeed;
- The extent to which project activities can realistically be completed within the grant cycle;
- The extent to which the proposal does not include activities that compromise victim safety;
- The extent to which project activities are clearly described and reflect sound and/or innovative strategies to improve victim safety; and

All projects must provide housing services for an anticipated minimum length of stay of 6 months and a maximum length of stay of 24 months. Victims may request a waiver for not more than an additional 6-month period if the victim has made a good faith effort to acquire permanent housing and has been unable to acquire permanent housing. Additionally, the application must include a plan to provide follow-up support services for a minimum of 3 months after a victim has secured permanent housing.

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.

C. Who Will Implement the Project (15 points)

Applicants must identify the State, unit of local government, Indian Tribal government, and other organizations responsible for implementing the proposed project. This section should identify **all** project partners, specify their respective roles and responsibilities, describe the collaborative relationship to be developed or enhanced, and demonstrate the capacity of all project partners to serve victims of sexual assault, domestic violence, dating violence, and/or stalking. The Narrative should include program activities during the planning stage of the project (e.g., advisory groups, planning committees, or joint staffing of the project) and a description of the ways the partnership would function throughout the implementation of the project. A description of the expertise or experience of key staff should also be included. Position descriptions and resumes that are available should be appended to the application.

In addition, all applicants **are required** to enter into a formal collaboration with nonprofit, nongovernmental organizations serving victims of sexual assault, domestic violence, dating violence, and/or stalking. Nonprofit, nongovernmental sexual assault, domestic violence, dating violence, and/or stalking victim service organizations must be involved in the **development and implementation** of the project. **All applicants that are nonprofit, nongovernmental organizations serving victims of domestic violence, dating violence, sexual assault, and/or stalking must collaborate with at least one other organization (e.g., job training organization, housing authority, legal services agency, law enforcement, etc.) and submit a Memorandum of Understanding (see page 17).**

Victim service organizations should meet all of the following criteria:

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

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

This section will be rated on the following criteria:

- The extent to which the proposal clearly identifies all project partners, specifies their respective roles and responsibilities, and describes the collaborative relationship to be developed;
- The extent to which the proposal describes expertise or experience of key staff; and
The extent to which the applicant has collaborated with a nonprofit, nongovernmental organization serving victims of sexual assault, domestic violence, dating violence, and/or stalking. If the applicant is a nonprofit, nongovernmental victim service provider, the extent to which the applicant has collaborated with one or more project partners who will further the goals of the project.

VIII. Budget Detail Worksheet and Narrative (Total 15 Points)

For more information and samples, please see the [Reference Guide](#) at pages 9-12. The Budget Worksheet and Narrative should be one attachment to the application in GMS and a separate section in the hard copy.

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 participate in project development, training, and implementation. The budget **must** include compensation for all services rendered by project partners, including

nonprofit, nongovernmental sexual assault and/or domestic violence victim services programs and State and Tribal sexual assault and/or domestic violence coalitions.

Budget Limits

Funding to support the Transitional Housing Assistance Program in FY 2010 is contingent upon Congressional appropriation of funds. Therefore, awards under this program are subject to the availability of funds. Since funds are limited, applicants should carefully consider the resources needed to implement the project and present a realistic budget that accurately reflects the costs involved for a 36-month budget. Applicants should use the anticipated project start date of September 1, 2010.

Applicants may submit budgets up to \$250,000. Application budgets should include personnel positions that are vital to the success of the program (e.g., advocates or case managers). All applications may request funding for personnel positions up to 100% for the duration of project.

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

Budget Requirements

For budget guidelines, see the [Reference Guide](#) at pages 9-12. Following is additional guidance specific to this program:

Training and Technical Assistance.

All applicants **are required** to allocate funds in the amount of \$15,000 (applicants from Alaska, Hawaii, and U.S. territories should allocate \$20,000 to account for higher travel costs) to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Please see the [Reference Guide](#) at page 10 for more information on this requirement.

The following is a short list of budgetary guidelines:

- Applicants are strongly discouraged from requesting consultant rates in excess of \$450 per day.
- Applicants **may not** allocate any grant funds for building renovations. This includes such seemingly minor activities as painting or carpeting.
- Applicants may not use any OVW funds for conducting research. However, up to 1% of the budget may be allocated for the purpose of assessing the effectiveness of funded activities. For example, funds may be used to conduct pre- and post-testing of training recipients or victim satisfaction surveys. In conducting such testing or surveys, grantees may not collect, analyze, or disseminate any information identifiable to a private person during the course of assessing the effectiveness of funded activities.
- A contribution of non-Federal dollars (“match”) is not required for this program, but applicants are encouraged to maximize the impact of Federal dollars by contributing to the costs of their projects. Supplemental contributions may be cash, in-kind services, or a combination of both. Any non-Federal contributions can be discussed in the project narrative; however, these supplemental contributions should **not** be included in the budget or budget narrative.

- Access to current research and practice on violence against women through training and technical assistance can reduce staff burnout, improve project performance, and impact project sustainability. Therefore, OVW offers a wide range of training and technical assistance opportunities to all of its grantees. These offerings are specifically designed to assist grantees in meeting their goals and objectives and in complying with all relevant statutory and programmatic requirements. All applicants **are required** to allocate funds in the amount of \$15,000 (applicants from Alaska, Hawaii, and U.S. territories should allocate \$20,000 to account for higher travel costs) 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. Up to two individuals may attend each training (at least three OVW trainings are required during the grant period, not including the grantee orientation meeting).
- 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.htm>. If the applicant has additional OVW technical assistance funds remaining after budgeting the three required OVW training events, funds may be applied towards one staff person attending the OJP Financial Management Training Seminar.

A Sample Budget Detail Worksheet is available at http://www.ojp.gov/funding/forms/budget_detail.pdf. When preparing the Worksheet and Narrative, please use the Sample Budget Detail Worksheet as a guide and be sure to include all necessary budget categories as outlined in the Worksheet. The budget should clearly describe the proposed amounts and uses of grant funds for the duration of the grant period and how the amounts of the specific budget items were determined.

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

This section will be rated on the following criteria:

- The extent to which the budget is reasonable and within established limits;

- Applicant's adherence to the budget cap;
- The extent to which the application established a clear link between proposed budget activities and proposed budget items; and
- All partners are fairly compensated for their participation in any project-related activities.

IX. Memorandum of Understanding (MOU) (Total 20 points)

Applicants are required to submit an MOU that demonstrates they have consulted and coordinated in a meaningful way with nonprofit, nongovernmental organizations serving victims of sexual assault, domestic violence, dating violence, and/or stalking. Non-profit, nongovernmental sexual assault, domestic violence, dating violence, and/or stalking victim service organizations must be involved in the development and implementation of the project. All applicants that are themselves nonprofit, nongovernmental organizations serving victims of sexual assault, domestic violence, dating violence, and/or stalking must collaborate with at least one organization (e.g., job training organization, housing authority, legal services agency, law enforcement, etc.). The MOU should be a single attachment to the application in GMS and a separate section in the hard copy.

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

- Nonprofit, nongovernmental organizations serving victims of sexual assault, domestic violence, dating violence, and/or stalking, or other nonprofit, nongovernmental organizations that adequately demonstrate history and expertise in working with victims of sexual assault, domestic violence, dating violence, and/or stalking. Additionally, the organization should appropriately correspond with the proposed project. For example, if an application focuses mainly on sexual assault, then the nonprofit partner should have demonstrated expertise in sexual assault. **Applicants must describe this correlation in their MOUs.**
- Relevant local government agencies participating in project development or implementation (e.g., social services, the courts, or housing authority); and
- Other community agencies or organizations that will collaborate to implement the project.

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

The MOU must do the following:

- Identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- Specify the extent of each partner's participation in developing the application;
- Clearly state the roles and responsibilities each organization or agency would assume to ensure the success of the proposed project;
- Identify the representatives of the planning and development team who will be responsible for developing and implementing project activities and describe how they will work together and with project staff;

- Demonstrate a commitment on the part of all project partners to work together to achieve stated project goals;
- Indicate approval of the proposed project budget by all signing parties;
- Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, and training).
- Describe the history of providing housing assistance to victims of sexual assault, domestic violence, dating violence, and/or stalking; and
- For applicants seeking supplemental OVW Transitional Housing Assistance Program funding, please describe any changes in the collaboration, including an explanation or description of any new or additional partners that have been added or any partners that no longer participate.

Signatories should be sure to include their titles and agencies under their signatures.

This section will be rated on the following criteria:

- The extent to which the MOU demonstrates a meaningful partnership among the project partners.
- The extent to which MOU partners are fairly compensated for their role in the project.

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

X. Letter of Nonsupplanting

Applicants must submit a letter to OVW's Director, signed by the Authorized Representative, certifying that Federal funds will not be used to supplant State or local funds should a grant award be made. Please refer to http://www.ovw.usdoj.gov/docs/nonsup_letter.pdf for a sample letter. This should be a separate attachment to the application in GMS and a separate section in the hard copy.

XI. Financial Capability Questionnaire

All nonprofit, nongovernmental organizations that apply for funding from OVW and have not previously (or within the last 3 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 cognizant 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 GMS. This document does not need to be included in the hard copy.

XII. 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. If you need additional information on this requirement, you may go to <http://www.ojp.gov/financialguide/part3/part3chap17.htm>. This should be a separate attachment to the application in GMS and a separate section in the hard copy.

Technical Assistance

Grant recipients are required to work collaboratively with staff from OVW and the designated technical assistance providers. Grant recipients will be asked to identify grant-supported personnel and project partner representatives to participate in technical assistance events. **All training will be coordinated by OVW's technical assistance provider for the Transitional Housing Assistance Program. Applicants will be required to attend at least three OVW sponsored training events over the 36-month grant period, not including the grantee orientation meeting.**

Selection Criteria

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

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

- Whether progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the current project, indicating progress toward meeting project goals and objectives, and demonstrate that the current project has progressed in a timely manner as outlined in the original proposal;
- Whether the grantee has demonstrated that past activities supported with OVW grant funds have been limited to program purpose areas;
- Whether the grantee has complied with all special conditions of its existing grant award(s) from OVW;
- Whether the grantee has adhered to programmatic and financial reporting requirements, including timely submission of required reports;
- Whether the grantee has demonstrated a commitment to sustaining the project after Federal funds are no longer available;
- Whether the grantee has closed-out prior awards in a timely manner;
- Whether the grantee appropriately utilized and actively participated in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current award;
- Whether the grantee has received financial clearances on all current grants from OVW;
- Whether the grantee has complied with the Office of Management and Budget single-audit requirement; and
- Whether grant funds were spent in a timely manner.

Applicants with an OVW grant history that failed to meet grant deadlines, did not comply with financial requirements, or did not comply with special conditions from previous grants may not be considered for funding. In addition, if an applicant is on the OJP High Risk Grantee list, OVW will take this into consideration in making award determinations.

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

Review Process

All applications will be subject to internal review by OVW staff and external peer review panels, 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 internal review, the application will not receive further consideration. If applications that are partially beyond the scope of the program are sent to external peer review, only sections of the application that are within scope will be reviewed.**

OVW Initial Internal Review

Criteria for the OVW initial internal review follow:

- Whether the applicant meets all statutory eligibility criteria (see page 6);
- Whether the application is complete;
- Whether the proposed activities are within the scope of the program (see page 6);
- Whether the application proposes significant activities that may compromise victim safety (see page 9).
- Whether the proposed budget is within the established limits (see page 16).

External Peer Review Panels

OVW will establish panels comprised of experts and practitioners to review applications, including representatives with the following expertise: sexual assault, domestic violence, elder abuse, housing, law enforcement, the Judiciary and experts on sexual assault and domestic violence in Indian country. Each panel will review the information provided in the application against the selection criteria for the program.

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

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. Although the application needs to be submitted through GMS as well as in hard copy form, the hard copy will be reviewed.**

Application Document	Required?	Completed?
1. Standard Form 424	Yes	
2. Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)	Yes	
3. Financial Accounting Practices	Yes	
4. Summary Data Sheet	Yes	
5. Proposal Abstract	Yes	
6. Summary of Current OVW Projects	Yes, if applicable	
7. Narrative. The following sections must be included	Yes	
Purpose of Application		
What will be Done		
Who will Implement		
Sustainability		
9. Budget, Budget Narrative and Budget Summary	Yes	
10. MOU	Yes	
11. Letter of Nonsupplanting	Yes	
12. Financial Capability Questionnaire (nonprofits only, see page ___ for details.	If applicable	
13. Indirect Cost Rate Agreement (only if the applicant has a current Federally-approved rate)	If applicable	

Applicants must send **via overnight delivery** a complete hard copy original of the application, **postmarked by March 9, 2010** to:

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

In addition, applications must be submitted on the Office of Justice Programs online Grants Management System.