

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 Grants to State Sexual Assault and Domestic Violence Coalitions and Sexual Assault Services to State Coalitions Program. This program furthers the Department's mission 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 Fiscal Year 2010 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 April 7, 2010
All applications are due by **8:00 p.m. E.T. on May 5, 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 Grants to State Sexual Assault and Domestic Violence Coalitions and Sexual Assault Services to State Coalitions Program (CFDA 16.556)

Overview

This solicitation contains information on how to apply for the Grants to State Sexual Assault and Domestic Violence Coalitions and Sexual Assault Services to State Coalitions 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/docs/resource-guidebook.pdf>. All applicants should read carefully both this solicitation and the Reference Guide before beginning the application process.

About the 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 GMS registration deadline is April 7, 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 **May 5, 2010 8:00 p.m. E.T.** A hard copy must be sent via an overnight delivery method, post-marked by May 5, 2010 to:

**The Office on Violence Against Women
Attn: State Coalitions Unit
800 K Street NW, Ste 920
Washington, DC 20530
202-353-9330**

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:

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>

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 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. **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 costs. Grants to State Sexual Assault and Domestic Violence Coalitions and Sexual Assault Services to State Coalitions Program funds for FY 2010 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. Consequently, 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**. 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:

Statutory Program Purposes

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

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 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:

- 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.

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.

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

All OVW grantees are required to submit a 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

Applicants must submit a fully executed application to OVW through the **Grants Management System (GMS)**, including all required supporting documentation. All supporting documentation should be attached to the grant application via GMS. Applications submitted via GMS must be in the following word processing formats: Microsoft Word (.doc), PDF files, (.pdf), or Text Documents (.txt).

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

In addition, applicants must send **via overnight delivery** a complete hard copy original of the application post-marked **by May 5, 2010** to:

**The Office on Violence Against Women
Attn: State Coalitions Unit
800 K Street NW, Ste. 920
Washington, DC 20530
202-353-9330**

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.** Please be sure to number each page of the application.

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

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.
- 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 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.

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

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. Status of the Current Project

Only applicants for continuation funding need to complete this section.

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, 2010, 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.

B. What Will Be Done

- Describe project goals and objectives;
- Describe tasks and activities necessary for accomplishing each, and include 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.

This section should be as clear and succinct as possible.

VIII. Budget Detail Worksheet and Narrative

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

Budget Limits

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 2010 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**.

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 strongly encouraged** to allocate funds in the amount of **\$5,000** (applicants from Alaska, Hawaii, and U.S. Territories should allocate **\$8,000** 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 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 and 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.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.

IX. 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.

X. 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.

XI. 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.

XII. 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

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	
Status of Current Project		
What will be Done		
8. Budget, Budget Narrative and Budget Summary	Yes	
9. Letter of Nonsupplanting	Yes	
10. Financial Capability Questionnaire (nonprofits only, see page 15 for details.	Yes	
11. Indirect Cost Rate Agreement (only if the applicant has a current Federally-approved rate)	If applicable	
12. Audit Requirement Letter	Yes	

Applicants must send **via overnight delivery** a complete hard copy original of the application, **postmarked by May 5, 2010** to:

**The Office on Violence Against Women
 Attn: State Coalitions Unit
 800 K Street NW, Ste 920
 Washington, DC 20530
 202-353-9330**

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