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# OVW Fiscal Year 2013 Grants to Enhance Culturally Specific Services for Victims of Sexual Assault, Domestic Violence, Dating Violence and Stalking Program

## Eligibility

Applicants are limited to community-based non-profit organizations whose primary purpose is providing culturally specific services.  
(See "Eligibility," page 6)

## Deadlines

**All applications are due by 11:59 p.m. E.T. on March 27, 2013.**  
(See "Deadlines: Application," page 6)

**Registration:** To ensure all applicants have ample time to obtain a Data Universal Number System (DUNS) Number and complete the registration processes, applicants should register online with the System for Award Management (SAM) and with Grants.gov well in advance of the application deadline.  
(See "Deadlines: Registration," page 6)

**Pre-Application Conference Calls:** OVW will conduct Pre-Application Conference Calls for anyone interested in submitting an application for the Grants to Enhance Culturally Specific Services for Victims of Sexual Assault, Domestic Violence, Dating Violence and Stalking Program (Culturally Specific Services Program or CLSSP). Participation in these calls is optional. Interested applicants who do not participate are still eligible to apply.  
(See "Pre-Application Conference Calls" page 6)

## Contact Information

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

In Fiscal Year 2013, OVW applications will be submitted through Grants.gov.

**For technical assistance with the Grants.gov, contact the Grants.gov Customer Support Hotline at 1-800-518-4726.**

**Grants.gov Number assigned to announcement OVW-2013-3406**

**It is anticipated that all applicants will be notified of the outcome of their applications by September 30, 2013.**

# CONTENTS

Overview	p. 5
About the OVW Grants to Enhance Culturally Specific Services for Victims of Sexual Assault, Domestic Violence, Dating Violence and Stalking Program	p. 5
Deadlines	p. 6
• Application	p. 6
• Registration	p. 6
Pre-Application Conference Calls	p. 7
Eligibility	p. 7
• Eligible Entities	p. 7
• Program Eligibility Requirements	p. 8
• Types of Applicants	p. 8
○ New	p. 9
○ Continuation	p. 9
Award Information	p. 9
• Availability of Funds	p. 9
• Award Period	p. 9
• Award Amounts	p. 9
Program Scope	p. 9
• Purpose Areas	p. 9
• OVW Priority Areas	p. 10
• Activities that Compromise Victim Safety and Recovery	p. 11
• Out-of-Scope Activities	p. 11
• Unallowable Activities	p. 12
How To Apply	p. 12
• Application Registration Requirements	p. 12
• Applicants without Internet Access	p. 13
• OVW Policy on Late Submission	p. 13
• Experiencing Unforeseen Technical Issues	p. 13
• Extraordinary Natural or Manmade Disasters	p. 14
Application Contents	p. 14
• Formatting and Technical Requirements	p. 14
• Application Requirements	p. 15
• Summary Data Sheet	p. 15

• Project Narrative	p. 16
• Budget Detail Worksheet and Narrative	p. 18
• Memorandum of Exemption (MOE) or Memorandum of Understanding (MOU)	p. 21
 Additional Required Information	 p. 22
• Application for Federal Assistance (SF-424)	p. 22
• Standard Assurances and Certifications	p. 22
• Letter of Nonsupplanting	p. 22
• Financial Accounting Practices	p. 22
• Financial Capability Questionnaire (if applicable)	p. 23
• Indirect Cost Rate Agreement (if applicable)	p. 23
• Single Point of Contact Review	p. 23
 Selection Criteria	 p. 24
• Review Process	p. 24
• Past Performance Review	p. 24
• Compliance with OVW Financial Requirements	p. 25
• High Risk Grantees	p. 25
 Post Award Information Requirements	 p. 25
• Reporting Requirements	p. 25
• Information for all Federal Grantees	p. 25
 Public Reporting Burden	 p. 26
 Application Checklist	 p. 27
 Appendix A	 p.28
• Budget Guidance	p.28
• Sample Budget Detail Worksheet	p.30

# **OVW Grants to Enhance Culturally Specific Services for Victims of Sexual Assault, Domestic Violence, Dating Violence and Stalking Program (CFDA 16.016)**

## **Overview**

The Office on Violence Against Women (OVW) is a component of the United States Department of Justice (DOJ). Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership on issues of sexual assault, domestic violence, dating violence, and stalking. Since its inception, OVW has supported a multifaceted approach to responding to these crimes through implementation of grant programs authorized by VAWA. By forging state, local and tribal partnerships among police, prosecutors, judges, victim advocates, health care providers, faith leaders, and others, OVW grants help provide victims with the protection and services they need to pursue safe and healthy lives, while improving communities' capacity to hold offenders accountable for their crimes.

## **About the OVW Grants to Enhance Culturally Specific Services for Victims of Sexual Assault, Domestic Violence, Dating Violence and Stalking Program**

The Grants to Enhance Culturally Specific Services for Victims of Sexual Assault, Domestic Violence, Dating Violence and Stalking Program was created by the Violence Against Women and Department of Justice Reauthorization Act of 2005 (VAWA 2005) (codified at 42 U.S.C. §14045a). This program creates an opportunity for culturally-specific, community-based organizations to address the critical needs of sexual assault, domestic violence, dating violence, and stalking victims in a manner that affirms a victim's culture and effectively addresses language and communication barriers.

Advocates report that survivors are more inclined to seek services from organizations that are familiar with their culture, language and background and that there is no "one size fits all" approach to adequately address these critical needs. Culturally specific community-based organizations are more likely to understand the complex multi-layered challenges and obstacles that victims from their communities face when attempting to access services. Culturally specific community-based organizations are also better equipped to form essential relationships and engage their communities in the creation and implementation of services relevant to the diverse and unique needs of the victims.

This discretionary grant program is designed to fund new and existing programs that provide culturally specific services to sexual assault, domestic violence, dating violence, and stalking victims. The program also supports the development of innovative culturally specific strategies and projects to enhance access to services for victims who face obstacles to using traditional services and resources.

For additional information on the Culturally Specific Services Program (CLSSP), including what past CLSSP grantees have accomplished with their grant funds and to view the CLSSP performance measures, see <http://muskie.usm.maine.edu/vawamei/clsspmain.htm>.

## Deadlines

### Application

All applications will be submitted electronically. The deadline for submitting applications in response to this grant announcement is **11:59 p.m. E.T. on March 27, 2013**. Applications submitted after 11:59 p.m. E.T. on March 27, 2013 will not be considered for funding. Applicants experiencing difficulties submitting an application should refer to the Experiencing Unforeseen Technical Issues section on page 13 of this solicitation.

**Failure to begin the registration or application submission process in sufficient time is not a suitable reason for a late application submission. It is important that applicants do not wait until the day of the application deadline to submit applications. To ensure a successful application submission, OVW strongly encourages applicants to submit their applications at least a minimum 6 hours before the deadline.**

**Note:** For applicants without Internet access, who cannot submit an application electronically, please contact Program Assistant Traci Rollins-Johnson at (202) 353-0025 or [Traci.Rollins-Johnson@usdoj.gov](mailto:Traci.Rollins-Johnson@usdoj.gov) no later than March 13, 2013 to request permission to submit an application by alternative means.

### Registration

Applicants for Federal grants and cooperative agreements are required to have a Data Universal Number System (DUNS) Number to submit an application. A DUNS Number is a unique nine-character identification number provided by the commercial company **Dun & Bradstreet (D&B)**. Once you have completed the D&B registration, your DUNS Number should be available the next business day.

A new Fiscal Year (FY) 2013 requirement for registering with Grants.gov is that your organization must register with the System for Award Management (SAM). Please note that applicants formerly used the Central Contractor Registration (CCR) database for this purpose. SAM is a government-wide registry for vendors doing business with the federal government which requires annual renewal. The SAM centralizes information about grant recipients and also provides a central location for grant recipients to change organizational information. Grants.gov uses SAM to establish roles and IDs for electronic grant applicants.

Applicants must be registered and current with the SAM registration, and with Grants.gov prior to submitting an application. Applicants should begin the process immediately to meet the Grants.gov registration deadline, especially if this is the first time using these systems. It is strongly recommended that applicants register by March 13, 2013 in order to ensure that the registration process is completed and any difficulties are resolved well in advance of the application deadline. For more information on the process of registering with SAM and Grants.gov, please see the How To Apply section on page 12.

## Pre-Application Conference Calls

OVW will conduct a total of five Pre-Application Conference Calls. During these calls, OVW staff will review the Culturally Specific Services Program requirements, review the solicitation, and allow for a question and answer session. Participation in these calls is optional.

The conference calls are all scheduled for 2 p.m. - 4 p.m. E.T. on the following dates:

- **Tuesday, February 12, 2013** 2 – 4 p.m. E.T.
- **Tuesday, February 19, 2013** 2 – 4 p.m. E.T.
- **Friday, February 22, 2013** 2 – 4 p.m. E.T.
- **Monday, February 25, 2013** 2 – 4 p.m. E.T.
- **Tuesday, March 12, 2013** 2 – 4 p.m. E.T.

Anyone who is interested in submitting an application to the Culturally Specific Services Program may register to participate in the calls. The total number of participants for each call is limited to 50 individuals.

To register, please e-mail or call Traci Rollins-Johnson at (202) 353-0025 or [Traci.Rollins-Johnson@usdoj.gov](mailto:Traci.Rollins-Johnson@usdoj.gov). Your registration must be received by 4 p.m. E.T. on the last business day before the call on which you would like to participate. Please write “**CLSSP** - registration for Pre-Application Conference Call” in the subject line if you choose to email.

## Eligibility

It is very important that you review this information carefully. Applications that are submitted by ineligible entities or that do not meet all program eligibility requirements will not be considered for funding.

### Eligible Entities

Eligible entities for this program are:

- Community-based programs whose primary purpose is providing culturally specific services to victims of sexual assault, domestic violence, dating violence, and stalking; and
- Community-based programs whose primary purpose is providing culturally specific services **and** who can partner with a program having demonstrated expertise in serving victims of sexual assault, domestic violence, dating violence, and stalking.

**Note:** The primary purpose of the applicant organization as a whole must be to provide services to culturally specific populations. If the culturally specific program is one division within a larger organization with other focuses (for example, a division within a domestic violence organization focusing on Hispanic/Latina victims,) the organization is not eligible.

Furthermore, the organization should have a board of directors or steering committee and staffing that is reflective of the culturally specific community it serves. To determine whether the organization meets this criteria, OVW will consider whether the board or steering committee and staff include members with knowledge or experience relevant to the targeted community. If federal funds are used for filling any of these positions, organizations may consider an applicant's knowledge or experience relevant to the targeted community, as well as language skills needed to

work with a particular population, but organizations may not consider a person's race and/or ethnicity as a basis for hiring decisions.

To date, OVW has declined to issue a definitive list of underserved culturally specific populations, because we believe that these populations vary by State and community. We ask that applicants describe their target populations, establish that local victim service providers are not fully meeting the needs of these populations, and demonstrate how their services and outreach efforts will be tailored to meet the specific needs of these populations, including language and/or other cultural differences. Using these criteria, the Culturally Specific Services Program (CLSSP) has funded organizations serving the African American, Latino/Hispanic, Native American/Alaska Native, Asian/Pacific Islander, Arab, Deaf and Hard of Hearing, Lesbian Gay Bisexual and Transgender (LGBT), and Orthodox Jewish communities.

Likewise, CLSSP has deemed other applicant organizations ineligible for failure to demonstrate that the target population is underserved *and* requires culturally specific services. Examples of applicants previously deemed ineligible are organizations broadly serving all people within their community such as mainstream domestic violence or sexual assault organizations. These organizations may have culturally specific programs and serve a large number of clients from culturally specific communities, but the mission of their agency as a whole is not to serve a particular culturally specific community. This also includes organizations that focus on populations defined by economic status (such as farm/migrant workers) or immigrant status (such as immigrants or refugees). In order to be eligible, organizations serving economic or immigrant status populations must demonstrate that they focus on a particular cultural population(s).

### **Program Eligibility Requirements**

In addition to meeting the eligible entity requirements outlined above, applications for CLSSP must also meet the requirement(s) below. All eligibility related documents must be current and developed in accordance with the FY 2013 application.

#### Partnerships

All applicants must meet one of the following categories as it relates to partnership requirements.

Category I – The applicant is a culturally specific organization with expertise in providing services to victims of sexual assault, domestic violence, dating violence and/or stalking. Therefore, no partnership is required.

Category II – The applicant is a culturally specific organization and will be partnering with another culturally specific organization(s) that 1) would otherwise be eligible to apply independently under CLSSP and 2) either the applicant agency or partner(s) has expertise in providing services for victims of sexual assault, domestic violence, dating violence, or stalking.

Category III – The applicant is a culturally specific organization without expertise in providing services for victims of sexual assault, domestic violence, dating violence, or stalking and will be partnering with a victim services organization that is NOT eligible to apply independently under CLSSP.

### **Types of Applicants**

In FY 2013, OVW will accept applications for the Culturally Specific Services Program from the following:

New: applicants who have never received funding under the Culturally Specific Services Program award or applicants whose current or active Culturally Specific Services Program award will be closed before September 30, 2013.

Continuation: applicants who have an active Culturally Specific Services Program award that will close on or after September 30, 2013. Continuation funding is not guaranteed.

Grant recipients who received new or supplemental funding for the Culturally Specific Services Program award in FY 2012 are NOT eligible to apply.

Because of the extremely limited funding available for the Culturally Specific Services Program, only one application may be submitted per organization regardless of the service area.

## **Award Information**

Applicants that receive an award are bound by the provisions of this solicitation, the OVW Financial Grants Management Guide, any updates to the Guide, and any conditions of the recipients' award.

### **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. There is no guarantee that funds will be available in the future. Therefore, OVW encourages applicants to develop a plan to sustain project activities if Federal funding through the Culturally Specific Services Program were no longer available.

### **Award Period**

The grant award period is 24 months. Budgets must reflect 24 months of project activity, and the total "estimated funding" (block 15) on the SF-424 must reflect 24 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. Awards under the Culturally Specific Services Program for FY 2013 will be made for up to \$300,000.

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

## **Program Scope**

Activities supported by the Culturally Specific Services Program are determined by statute, Federal regulations and OVW policies. If an applicant receives an award, the funded project is bound by the provisions of this solicitation, the OVW Financial Grants Management Guide, and the conditions of the recipient's award.

### **Purpose Areas**

In FY 2013, funds under the Culturally Specific Services Program may be used for the following purposes:

1. Increasing communities' capacity to provide culturally specific resources and support for victims of sexual assault, domestic violence, dating violence, and stalking crimes and their families;
2. Enhancing traditional services to victims of sexual assault, domestic violence, dating violence, and stalking through the leadership of culturally specific programs offering services to victims of sexual assault, domestic violence, dating violence, and stalking;
3. Working in cooperation with the community to develop education and prevention strategies highlighting culturally specific issues and resources regarding victims of sexual assault, domestic violence, dating violence, and stalking;
4. Providing culturally specific resources and services that address the safety, economic, housing, and workplace needs of victims of sexual assault, domestic violence, dating violence, or stalking, including emergency assistance;
5. Providing culturally specific programs for children exposed to sexual assault, domestic violence, dating violence, and stalking;
6. Working with State and local governments and social service agencies to develop and enhance effective strategies to provide culturally specific services to victims of sexual assault, domestic violence, dating violence, and stalking;
7. Strengthening criminal justice interventions, by providing training for law enforcement, prosecution, courts, probation, and correctional facilities on culturally specific responses to sexual assault, domestic violence, dating violence, and stalking;
- \*8. Examining the dynamics of culture and its impact on victimization and healing.  
NOTE: Applicants wishing to address this purpose area must do so in conjunction with one of the other program purpose areas listed above. Proposals focusing only on this purpose area will be removed from consideration.

Examples of allowable activities include but are not limited to: crisis intervention, advocacy, individual and group counseling (including culturally specific groups incorporating crafts for example) for both victims as well as their children who are exposed to the violence, community education and outreach efforts, training for service providers, law enforcement, etc., emergency assistance for victims (food, clothing, rent, utilities and other approved necessities), job training, financial counseling, paying for interpreters and translators and legal assistance with protection orders and/or immigration remedies related to their victimization (U Visas, VAWA self-petitions, etc.).

### **OVW Priority Areas**

OVW encourages applications that propose activities in the following areas:

- The development and/or enhancement of culturally specific services for victims of sexual violence; and
- The development and/or enhancement of culturally specific services to victims from underserved Black/African-American communities.

- Assessment of the effectiveness of culturally specific grant-funded services. Up to three percent of an applicant's budget may be allocated for the purpose of assessing the effectiveness of grant-funded activities. (See Program Evaluations on page 20 for more information)

### **Activities that Compromise Victim Safety and Recovery**

The following activities have been found to jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions:

- Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;
- Procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services.
- Procedures or policies that impose requirements on victims in order to receive services (i.e. seek an order of protection, receive counseling, participate in couples counseling or mediation, etc.);
- Procedures or policies that deny victims access to services based on their relationship to the perpetrator;
- Making referrals to Child Protection Services solely for a victim's failure to protect a minor child from witnessing domestic violence except if required under State law; and
- Failing to conduct safety planning with victims.

Applicants that propose activities that compromise victim safety and recovery may receive a deduction in points during the review process, or may be eliminated from further consideration entirely.

### **Out-of-Scope Activities**

OVW has determined the activities listed below to be out of the program scope. Applications that propose out-of-scope activities may receive a point deduction during the review process. Applications that are determined to be substantially outside the scope of the Culturally Specific Services Program will not be considered for funding. The following activities are out of scope and will not be supported by the Culturally Specific Services Program grant funding:

- Research projects. (This does not include program assessments conducted only for internal improvement purposes. See section on Research and Protection of Human Subjects in the FY 2013 Solicitation Companion Guide at <http://www.ovw.usdoj.gov/docs/companion-guide-10-16-12.pdf>.)
- Family Law, Housing Law or Consumer Law. Grant funds may not be used to provide legal representation in civil and criminal matters, such as family law cases (divorce, custody, visitation and child support), housing cases, consumer law cases and others. **Note:** Grant funds may be used to provide legal assistance to victims of sexual assault, domestic violence, dating violence, and stalking in protection order and immigration proceedings related to their victimization such as U visas, VAWA self petitions, cancellations of removal, etc.
- 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, parent against a child, or violence perpetrated by a sibling against another sibling.

- Children. Services can only be offered to children who are witnesses to or victims of violence if they are provided in conjunction with services to a child's parent or guardian who is a victim of sexual assault, domestic violence, dating violence, or stalking.

### **Unallowable Activities**

The following is a list of activities that are unallowable and cannot be supported by the Culturally Specific Services Program grant funding. Applications that propose unallowable activities may receive a point deduction during the review process. Applications that include substantial unallowable activities will not be considered for funding.

- Lobbying
- Fundraising
- Purchase of real property
- Construction
- Physical modifications to buildings, including minor renovations (such as painting or carpeting)

## **How To Apply**

This section describes how an application should be submitted. Applicants should anticipate that failure to meet all registration and submission deadlines will result in their application being removed from consideration. It is the responsibility of the applicant to ensure that the application is submitted by the deadline.

### **Application Registration Requirements**

It is very important that all applicants read this section carefully. Applicants that do not complete all the steps in registering and submitting their application by the due date will not be considered for funding. Applicants are responsible for ensuring their applications are complete at the time of submission. OVW will not contact applicants for missing items.

Each applicant must obtain a Data Universal Numbering System (DUNS) number, be registered in the System for Award Management (SAM) and submit their application online via Grants.gov. Applicants are encouraged to submit their applications well in advance (a minimum of 6 hours) of the deadline to allow sufficient time to address technical problems. Applicants should ensure the DUNS number for the application is for an organization that is eligible to apply for the grant program. Also, only the organization that is registered in SAM may use that DUNS number and Grants.gov registration to submit an application.

#### System for Award Management (SAM)

Applicants for all federal grants are required to register with the System for Award Management (SAM). If your organization already has an Employer Identification Number (EIN), your SAM registration will take up to two weeks to process. If your organization does not have an EIN, then you should allow two to five weeks for obtaining the information from the IRS when requesting the EIN via phone, fax, mail or Internet. Follow the steps listed below to register in the SAM:

*Step 1:* Obtain a DUNS number at the following website <http://www.dnb.com/us/> or call (866) 705-5711.

*Step 2:* Access the SAM online registration through the SAM home page at <https://www.sam.gov/> and follow the online instructions for new SAM users.

*Step 3:* Complete and submit the online registration. If you already have the necessary information on hand, the online registration takes approximately 30 minutes to complete, depending upon the size and complexity of your business or organization. Once your SAM registration becomes active, you will be able to return to Grants.gov and complete the registration. **Please note that organizations must update or renew their SAM registration at least once a year to maintain an active status. (Applicants formerly used the Central Contractor Registration (CCR) database).**

### Grants.Gov

After you obtain your DUNS number and register with SAM, you can begin the Grants.Gov registration process. In order to apply for a grant, your organization must complete the Grants.gov registration process prior to beginning an application for a federal grant. Complete instructions can be found at [Grants.gov](http://www.grants.gov). **The registration process can take between three and five business days or as long as four weeks if all steps are not completed in a timely manner.** Please note that Grants.gov is not the Office of Justice Programs' (OJP) Grants Management System (GMS) through which OVW discretionary program applicants have submitted applications in previous years. If applicants experience difficulties at any point during this process, they may call the Grants.gov Customer Support Hotline at **1-800-518-4726**.

**Note: Grants.gov will forward the application to OJP's Grants Management System (GMS). GMS does not accept executable file types as application attachments.** 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."

For guidance on using the Grants.gov system, please go to the following page [http://www.grants.gov/applicants/app\\_help\\_reso.jsp](http://www.grants.gov/applicants/app_help_reso.jsp) which includes Frequently Asked Questions and User Guides that will help you with using Grants.gov. We strongly recommend reviewing the Grants.gov guidance since that will be the most up-to-date guidance related to Grants.gov.

### **Applicants without Internet Access**

For applicants without Internet access, who cannot submit an application electronically, please contact Program Assistant Traci Rollins-Johnson at (202) 353-0025 or [Traci.Rollins-Johnson@usdoj.gov](mailto:Traci.Rollins-Johnson@usdoj.gov) no later than March 13, 2013 to request permission to submit an application by alternative means.

### **OVW Policy on Late Submissions**

OVW offers several options for applicants to provide advance notice to OVW if receipt of their application will be delayed due to a temporary lack of Internet access, other technical difficulties, or geographic isolation. If applicants do not provide advance notice to OVW about an issue that may cause a delay in the submission of the application, then the application will not be considered for funding. If applicants follow the steps outlined below, late submission may be considered. Extension of deadlines is not guaranteed.

### **Experiencing Unforeseen Technical Issues**

Applicants are advised to attempt to submit the application well in advance of the 11:59 p.m. E.T. deadline. If you experience technical difficulties at any point during the application process, please the Grants.gov Customer Support Hotline at 1-800-518-4726, or [support@grants.gov](mailto:support@grants.gov), 24 hours a day, 7 days a week, except closed for federal holidays. If you experience unforeseen technical issues that prevent you from submitting your application by the deadline, you must take the following actions:

- contact Program Assistant Traci Rollins-Johnson at (202) 353-0025 or [Traci.Rollins-Johnson@usdoj.gov](mailto:Traci.Rollins-Johnson@usdoj.gov) prior to the application deadline stating that you are experiencing unforeseen technical issues; and
- contact the technical support number above prior to deadline.

**Within 24 hours after the deadline** you must again contact Program Assistant Traci Rollins-Johnson at (202) 353-0025 or [Traci.Rollins-Johnson@usdoj.gov](mailto:Traci.Rollins-Johnson@usdoj.gov) to request approval to submit your application. At that time, you will be required to email the complete grant application, your DUNS number, and provide a Grants.gov Help Desk tracking number(s). After OVW reviews all of the information submitted and verifies your technical issues with the Helpdesk, OVW will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be verified, your application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to register or update information on the SAM website; (3) failure to follow GMS or Grants.gov instructions as posted on its website; and (4) failure to follow all of the instructions in the OVW solicitation.

### **Extraordinary Natural or Manmade Disasters**

In cases of extraordinary natural or manmade disasters, such as extreme weather emergencies or terrorist acts, applicants may request to submit applications up to seven calendar days late, by sending an e-mail to the contact listed in the solicitation. The message should specify the nature of the disaster and how it affected the applicant's ability to submit an application on time.

## **Application Contents**

This section describes what is included in a complete application package. Applicants should anticipate that failure to submit an application that contains all of the specified elements will negatively affect the review of the application and may result in the application not being considered for funding; should a decision be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions. It is the responsibility of the applicant to ensure that a complete application is submitted by the deadline.

### **Formatting and Technical Requirements**

Applications must follow the requirements below. Points may be deducted for applications that do not adhere to the following instructions:

- Double spaced (Project Abstract, Summary Data Sheet and charts may be single-spaced)
- 8½ x 11 inch paper
- One inch margins
- Type no smaller than 12 point, Times New Roman font
- Page numbers on each page
- No more than 20 pages for the Project Narrative
- Word processing documents must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt)
- Headings and sub-headings that correspond to the sections identified in Application Contents section of the solicitation

## **Application Requirements**

Applications must include the following required documents and demonstrate that the program eligibility requirements have been met. Applications that do not address any of the following components will be considered substantially incomplete and will not be considered for funding:

1. Project Narrative
2. Budget Detail Worksheet and Narrative
3. Memorandum of Understanding (MOU) or Memorandum of Exemption (MOE)

In addition to the application being scored on the documents listed above, the Summary Data Sheet will also be scored.

## **Summary Data Sheet (5 Points)**

The Summary Data Sheet should be one to four pages in length and may be single or double spaced. The Summary Data Sheet does not count toward the 20 page limit for the Project Narrative. Please provide the following information:

1. Name, title, address, phone number, and e-mail address for the authorized representative. (see page 23 for the definition of the authorized representative included in the Application for Federal Assistance (SF 424) section).
2. Name, title, address, phone number, and e-mail address for the grant point-of-contact.
3. Statement as to whether the agency has expended \$500,000 in Federal funds in the past fiscal year. Please specify the end date of the fiscal year.
4. A list of other Federal grant programs from which the applicant organization currently receives funding or for which it has applied in Federal Fiscal Year 2013 to do similar work.
5. Culturally specific population(s) served by the organization and the culturally specific populations to be served under the grant project.
6. The number of years the lead agency has been providing sexual assault, domestic violence, dating violence, and stalking services OR, if partnering with a victim services agency, the name of the partner agency and how long it has been providing victim services.
7. List the type(s) of victim services currently provided by the lead applicant and/or partnering agency.
8. Indicate the number of individuals on the lead agency's advisory board, steering committee and staff and how they reflect the targeted culturally specific community either through knowledge or experience relevant to that community.
9. Statement as to whether the applicant is submitting a MOE or a MOU. If the applicant is submitting a MOU, please list the name(s) of MOU project partner(s) and the Partnership Category (I, II or III) (see page 21).
10. Statement as to whether the proposal addresses any of the Priority Areas (see page 10). If yes, identify which Priority Area(s).
11. The percentage of grant activities, should the application be funded, that will address each of the following issues:
  - Sexual assault;
  - Domestic violence;
  - Dating/teen dating violence; and/or
  - Stalking.
12. Summary of Current and Recent OVW Projects (if applicable)

If the applicant has a current grant award or cooperative agreement under **any** OVW program, or received an award that has been closed within one calendar year, the information below **must** be included.

- Identify grant by OVW 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 (OVW sponsored TA events) categories as of the date of application.
- Provide justification for remaining funds.
- Estimate the amount of grant funds that will be remaining at the end of the current project period.
- List the number and titles of all full-time and/or part-time positions funded by the award.

Continuation applicants who have a substantial amount of remaining funds at the time of application submission without adequate justification may not be considered for funding in FY 2013.

### **Project Narrative (Total 60 Points)**

The Project Narrative may not exceed **20** pages in length, double-spaced. The Project Narrative is comprised of the following three sections:

#### Purpose of Application (20 points)

This section must:

- Describe **a) the service area for the grant project**; and **b) the target population** including location, population, and demographic information. Please also include the unemployment rate and poverty rate for the county(s) within your service area by searching the two websites below. Please indicate if your county(s) is NOT listed in either or both of the websites and provide any available data on unemployment and poverty for your target population.

1) Department of Labor Unemployment Data by County,  
<ftp://ftp.bls.gov/pub/special.requests/la/laucnty11.txt>; and

2) U.S. Census Bureau – Percent of People Below Poverty Level in past 12 months by County  
[http://factfinder2.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS\\_11\\_1YR\\_GCT1701.US05PR&prodType=table](http://factfinder2.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS_11_1YR_GCT1701.US05PR&prodType=table)

**NOTE:** OVW may use the above information as a factor in determining the extent to which the community to be served by an applicant is underserved and, during the review process, may assign extra points based on the data provided.

- Describe the problem of sexual assault, domestic violence, dating violence and/or stalking within the local community (please use local statistics or narrative accounts whenever possible).
- Describe the current level of victim services in the community (from mainstream organizations as well as other culturally specific organizations) and the proximity of those services to the lead applicant and target population.
- Describe in detail the gaps in those services and how the target population is currently underserved.

- Describe the barriers individuals from the identified culturally specific group who are victims of sexual assault experience while attempting to seek and access services.
- Clearly state the need for the project. The need must directly relate to the culturally specific population to be served.
- Describe how the target population would benefit from the project.

#### What Will Be Done (20 points)

This section must include the information below. In doing so, the applicant must provide a clear link between the proposed activities and the need identified in the “Purpose of Application” section.

- Detail the goals and objectives, describing the specific tasks and activities necessary to accomplish each.
- Include a tentative time line for the implementation of the proposed activities.
- Describe the roles and responsibilities of each grant-funded staff person in implementing the project tasks and activities.
- Explain how the proposed activities are tailored to the culture of the target population.
- Demonstrate the capacity of the grant-funded staff and key project partners to successfully implement project activities.
- Illustrate how the proposed activities and initiatives will build upon and/or enhance current activities.
- Describe how victim safety and autonomy are currently addressed by the lead agency.
- Describe how victim safety and autonomy will be addressed by the project.

#### Who Will Implement the Project (20 points)

This section must include the information below. In doing so, the applicant must justify who will be involved in the project and demonstrate that they have the capacity to address the stated need and that they can successfully implement the stated project activities.

- Key personnel.
- Detail the experience and expertise of the organization **and** key personnel who will be directly involved with the project.
- If applicable, clearly demonstrate that any partnerships required by the solicitation have been demonstrated through the Memorandum of Understanding.
- Describe the mission, goals and overall services provided by the organization.
- Detail how the organization primarily focuses on the identified culturally specific community (e.g. through its outreach efforts, tailored services, relationships with the community, etc.).
- Provide detailed information that demonstrates the organization has experience providing direct intervention services to victims of sexual assault, domestic violence, dating violence or stalking. **NOTE:** If the organization does not have this experience, it is **required** to partner with a nonprofit victim services agency with such expertise and must detail the following information:
  - The name of the partnering agency;
  - How the partnering agency serves victims of sexual assault, domestic violence, dating violence or stalking as one of its primary purposes and has a demonstrated history of effective work with directly serving victims;
  - How the partnering agency avoids activities that compromise victim safety and recovery.
- Describe how the organization’s board of directors, advisory board or steering committee members and staff are reflective of the identified culturally specific community through their knowledge or experience relevant to the targeted community.

- Detail the expertise of the organization's board of directors, advisory board or steering committee and staff members as it relates to addressing sexual assault, domestic violence, dating violence or stalking in the identified culturally specific community.

### **Proposal Abstract (0 Points)**

The Proposal Abstract should provide a short and accurate summary of the proposed project including who will be involved with the proposed project, what will be done as primary activities, what products will be produced, the service area where the proposed project will take place and who will be impacted by the proposed project. Please do not summarize past accomplishments in this section.

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

All applicants are required to submit a detailed budget and supporting budget narrative.

#### Award Period and Amount

- The grant award period is 24 months. Budgets must reflect 24 months of project activity.
- Awards under the Culturally Specific Services Program for FY 2013 will be made for up to \$300,000.

#### Budget Requirements

Applicants must submit reasonable budgets based on the resources needed to implement their projects in their specific geographic location. The budget should display a clear link between the specific project activities and the proposed budget items. Specifically, the budget should not contain any items that are not detailed in the project narrative. The budget narrative must support all costs included in the budget and explain how the costs of goods and services are determined and how they will fulfill the overall objective of the project.

Only the STOP Violence Against Women Formula Grant Program requires matching funds. However, applicants to other programs 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 or Memorandum of Understanding (if required). Applicants should not include supplemental contributions in the budget, budget narrative, or SF-424.

In some circumstances, the budget and budget narrative will be reviewed separately from the proposed project narrative. Therefore, it is very important that the budget narrative be as comprehensive as possible and describe in a narrative format each line item requested in the budget.

A Sample Budget Detail Worksheet is available in **Appendix A**. When preparing the Budget Detail 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 must adhere to the OVW Financial Grants Management Guide, which can be found at <http://www.ovw.usdoj.gov/docs/gfmd-financial-grants-management-guide.pdf>.

The budget detail worksheet must:

- Include a budget narrative that supports and justifies all proposed costs and provides a clear link between specific project activities and proposed budget items; and

- Include a budget that reflects all costs related to implementing the proposed project and provides calculations for all costs.

### Federal Financial Guidelines

Federal grants are governed by the provisions of the OMB circulars applicable to financial assistance and the OVW Financial Grants Management Guide, which can be found at <http://www.ovw.usdoj.gov/docs/gfmd-financial-grants-management-guide.pdf>. The Financial Grants Management Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document outlines the successful administration of grant funds.

Any recipient of an award will be responsible for monitoring subgrants/contracts under the grant in accordance with all applicable statutes, regulations, OMB Circulars and guidelines, and the OVW Financial Grants Management Guide. Primary recipients will be responsible for oversight of subgrantee spending and monitoring specific performance measures and outcomes attributable to the use of OVW funds.

### Food and Beverage/Costs for Refreshments and Meals

Generally food and beverage costs are **not** allowable, and under no circumstances may OVW funding be used to supply food and/or beverages during refreshment breaks. OVW may approve the use of OVW funds to provide food and/or beverages for a meal at a meeting, conference, training, or other event, if one of the following applies:

- The location of the event is not in close proximity to food establishments. It should be a priority to try to secure a location near reasonably priced and accessible commercial food establishments.
- Not serving food will significantly lengthen the day or necessitate extending the meeting to achieve meeting outcomes.
- A special presentation at a conference requires a plenary address where there is no other time for food to be obtained.
- Other extenuating circumstances necessitate the provision of food.

Justification for an exception listed above must be included in the budget narrative, and funds may only be used to purchase food and/or beverages for a meal at a meeting, conference, training, or other event if OVW approves the specific expenditures in advance.

Cooperative agreement recipients must seek approval of these costs through the conference approval process. Approval of the budget is not an approval of food and beverage expenditures. For cooperative agreement recipients, food and beverage is not allowed until a conference request approval form has been submitted and approved by OVW.

### Conference Planning and Expenditure Limitations

Applicants should be aware of all applicable laws, regulations, policies and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of Federal funds for expenses related to conferences (which is defined to include meetings, retreats, seminars, symposiums, training and other similar events), including the provision of food and/or beverages at such events, and costs of attendance at such events. Information on pertinent laws, regulations, policies and guidance is available at <http://www.ovw.usdoj.gov/grantees.html>. Applicants should also be aware of the following specific restrictions on conference planning and expenditure limitations:

- Cost of Logistical Conference Planning
- Cost of Programmatic Conference Planning
- Conference Space and Audio-Visual Equipment and Services
- Prohibition on Trinkets at Conferences
- Entertainment at Conferences
- Food and Beverages at Conferences
- Prior Approval Required Before Entering Into Contracts or Expending Funds for Conferences
- Conference Reporting

Updated Department of Justice and OVW guidance on conference planning, minimization of costs, and conference cost reporting is accessible on the OVW website at

<http://www.ovw.usdoj.gov/grantees.html>. For additional information regarding food and beverage regulations, please refer to the OVW Financial Grants Management Guide at <http://www.ovw.usdoj.gov/docs/gfmd-financial-grants-management-guide.pdf>.

### Training and Technical Assistance

All applicants are required to allocate funds in the amount of \$10,000 to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Applicants from Alaska, Hawaii, and United States Territories should allocate \$15,000 to account for higher travel costs. These specific applicants may exceed the budget caps to account for this increased travel amount. The required set-aside amount may be shared between the applicant and any partnering agency(ies), but the budget must reflect the costs in the appropriate categories. Therefore, an employee's travel costs should be included in the "Travel" category, while travel costs for the partner(s) must be included in the "Consultants/Contracts" category. Label both costs as "OVW Technical Assistance." Include an estimated breakdown for these costs, including 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 registration fees). This amount should equal the full, required set-aside amount listed above.

Please note these funds can **only** be used 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 project partners including nonprofit, nongovernmental victim service providers. Funds may also be used by persons whose positions are not grant funded as long as that person's roles and responsibilities are linked to the project's overall mission.

### Program Evaluations

Applicants may not use any OVW funds to conduct research. However, up to three percent 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 for victim satisfaction surveys. In conducting such testing or surveys, grantees may not collect, analyze or disseminate any information that would disclose the identity of an individual.

### Accommodations and Language Access

Applicants are encouraged to allocate grant funds to support activities that help to ensure individuals with disabilities and Deaf individuals and persons with limited English proficiency have meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services, language interpretation and translation services, or the purchase of adaptive equipment.

Applicants proposing to use grant funds to create websites, videos and other materials must ensure that they are accessible to persons with disabilities. Grant funds must be allocated for these purposes.

**Memorandum of Understanding (MOU) or Memorandum of Exemption (MOE) (20 Points Total)**

Applicants are required to submit either a MOU or MOE depending on whether the applicant has expertise in providing direct victim services. Applicants that do NOT have victim service expertise within their organization must partner with an outside victim service provider and submit an MOU with that organization.

Applicants should determine their partnership requirements (if any) under one of the following applicant categories:

- Category I – The applicant is a culturally specific organization with expertise in victim services and will be submitting a MOE. Partner compensation is not applicable.
- Category II – The applicant is a culturally specific organization and will be partnering with another culturally specific organization(s) that 1) would otherwise be eligible to apply independently under the Culturally Specific Services Program and 2) either the applicant agency or MOU partner(s) has expertise in providing victim services. An MOU is required. There is no cap on the partner compensation.
- Category III – The applicant is a culturally specific organization without expertise in victim services and will be partnering with a victim services organization that is NOT eligible to apply independently under the Culturally Specific Services Program. An MOU is required. Partner compensation is limited to \$20,000 for the two-year award period. These funds should be used to provide training and technical assistance on services for victims to the lead agency.

Memorandum of Understanding (MOU)

For purposes of this application, an MOU is a document containing the terms of the partnership and the roles and responsibilities between two or more parties. The MOU should be a single document and should be signed and dated by the Authorized Representative (see page 23 in the Application for Federal Assistance (SF 424) for the definition of the authorized representative) of each proposed partner agency during the development of the application. In rare circumstances a MOU can include multiple signature pages as long as each page includes the name and title of each signing party.

The MOU must:

- Clearly 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.
- Clearly state the roles and responsibilities each partner will assume to ensure the success of the proposed project.
- Clearly identify which organization has the expertise in providing direct services for victims of sexual assault, domestic violence, dating violence and/or stalking.
- Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds.

- Demonstrate a commitment to work together to achieve stated project goals and objectives.

### Memorandum of Exemption (MOE)

The MOE should be a single document and it should be signed and dated by the Authorized Representative of the applicant agency during the development of the application.

An applicant that submits an MOE but does not demonstrate expertise in providing victim services will be removed from further consideration for funding. Therefore, if there is any uncertainty as to whether the applicant meets the MOE criteria, the applicant is encouraged to submit an MOU.

The MOE must:

- Clearly describe the different direct services the agency provides to victims of sexual assault, domestic violence, dating violence and/or stalking.
- Detail the length of time the victim services organization has provided the different services for victims.
- Describe accomplishments in the community in providing services to victims of sexual assault, domestic violence, dating violence and/or stalking.

## **Additional Required Information**

The following documents will not be scored during the review process but they should be included with your submission. Failure to include any of the information may result in the inability to access funds if your application is selected for funding.

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

Applicants must complete the SF-424 online. In block 7 (Type of Applicant), please do not select "other." Please pay careful attention to the amount of Federal funding requested in box 15 of this form. This amount must match the amount of Federal funding requested in the budget section of the application package. Only include values in box 16 ("Recipient") if the program solicitation requires a match. The individual who is listed in box 18 must be the Authorized Representative for the applicant agency. The Authorized Representative is an individual who has the authority to apply for and accept grant awards on behalf of the organization or jurisdiction.

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

Please carefully review the assurances and certification forms online. These forms will be completed online at a later time during the application process.

### **Letter of Nonsupplanting**

Applicants must submit a letter to OVW's Director, signed by the Authorized Representative, certifying that Federal funds will not be used to supplant state or local funds should a grant award be made. Please refer to [http://www.ovw.usdoj.gov/docs/nonsup\\_letter.pdf](http://www.ovw.usdoj.gov/docs/nonsup_letter.pdf) for a sample letter. This should be a separate attachment to the application in Grants.gov.

### **Financial Accounting Practices**

Each applicant must prepare a response to the following questions. OVW will review the applicant's responses to assist in evaluating the adequacy of the organization's financial

management system and to identify areas of need for training and technical assistance. This section of your application should be no more than two pages and should be a separate attachment to the online application in Grants.gov.

- Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding?
- Does the applicant have written accounting policies and procedures? OVW may request a copy for review during the application/award process or as part of the grant monitoring process.
- Is the applicant's financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant?
- Does the applicant have procedures in place for minimizing the time elapsing between transfer of funds from the United States Treasury and disbursement for project activities?
- Does the applicant have effective internal controls in place to adequately safeguard grant assets and to ensure that they are used solely for authorized purposes? Please provide a brief description.
- Does the applicant have a documented records retention policy? If so, briefly describe the policy.
- Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations? If not, the applicant must contact OVW's Grants Financial Management Division at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov) or 1-888-514-8556 immediately after the organization is notified of their award to coordinate training.

#### **Financial Capability Questionnaire (if applicable)**

All nonprofit, nongovernmental organizations that apply for funding from OVW and have not previously (or within the last three years) received funding from OVW or OJP must complete a Financial Capability Questionnaire, and submit it online along with their current year's audit report. The form can be found at [http://www.ojp.gov/funding/forms/financial\\_capability.pdf](http://www.ojp.gov/funding/forms/financial_capability.pdf).

#### **Indirect Cost Rate Agreement (if applicable)**

Applicants that intend to charge indirect costs through the use of an indirect cost rate must have a Federally-approved indirect cost agreement. 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.ovw.usdoj.gov/docs/gfmd-financial-grants-management-guide.pdf>. This should be a separate attachment to the application in Grants.gov. Applicants that do not have a Federally-approved indirect cost rate should budget all project related costs in the direct cost categories. Organizations that wish to negotiate an indirect cost rate may contact OVW's Grants Financial Management Division at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov) or 1-888-514-8556 for more information.

#### **Single Point of Contact Review**

Executive Order 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the [state Single Point of Contact \(SPOC\)](#) if one exists and if the state has selected this program for review. Applicants must contact their state SPOCs to determine whether their programs have been selected for state review. The applicant should enter the date that the application was sent to the SPOC or the reason such submission is not required in Block 3 of the Overview section of the GMS application.

## Selection Criteria

Applications will be scored based on the degree to which the applicant responds to each section and addresses each element contained within the corresponding section. Furthermore, applications will be scored based upon the quality of the response and the level of detail provided. Each element **must** be addressed in the section in which it is requested. Points may be deducted if the applicant does not include the information in the appropriate section even if it is included elsewhere within the application. Each section will be reviewed as a separate document and will be scored as such.

OVW reserves the right to deduct points for applications that are partially out of scope, including unallowable activities, for applicants who are out of compliance with a current OVW grant award or cooperative agreement, and for any activities that compromise victim safety or confidentiality.

An application that is deemed to be substantially out of scope, proposes a substantial number of activities that are unallowable, or proposes activities that pose a significant threat to victim safety or a serious breach of confidentiality, will not be considered for funding.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the OVW Director, who also may give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards. All award decisions are final.

### Review Process

OVW will subject all applications to a review process that is fair and based on the criteria outlined in this solicitation. OVW may utilize internal review, external review, or a combination of both.

### Past Performance Review

In addition to the review process described above, applicants with current or recent (closed within the calendar year) OVW awards and/or cooperative agreements will be reviewed based on the elements listed below. Please note that if the applicant has not met or completed any one of the following, up to 25 points may be deducted from the application.

- Progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, that demonstrate the effectiveness of the current project, indicating timely progress toward meeting project goals and objectives;
- Demonstration that past activities supported with OVW grant funds have been limited to program purpose areas;
- Adherence to all special conditions of existing grant award(s) from OVW;
- Adherence to programmatic and financial reporting requirements, including timely submission of required reports;
- Completion of close-out of prior awards in a timely manner;
- Appropriate utilization and active participation in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current award;
- Receipt of financial clearances on all current grants from OVW;
- Timely resolution of issues identified in any audit or on-site financial or programmatic monitoring visit;
- Adherence to the Office of Management and Budget single-audit requirement; and
- Timely expenditure of grant funds.

OVW grantees with significant past performance issues may not be considered for funding.

### **Compliance with OVW Financial Requirements**

Each OVW grantee agrees to follow the financial and administrative requirements in the OVW Financial Grants Management Guide at <http://www.ovw.usdoj.gov/docs/gfmd-financial-grants-management-guide.pdf> as a condition of receiving grant funding. If OVW determines that a current grantee has violated any of the requirements of the Guide, the grantee may be denied continuation funding.

### **High Risk Grantees**

Based on DOJ's assessment of each grantee with regard to current or previous funding, unresolved audit issues, delinquent programmatic and fiscal reporting, and prior performance, a grantee may be designated "high risk." Awards to high-risk grantees may carry special conditions such as increased monitoring and/or prohibitions on drawing funds until certain requirements are met. High-risk grantees with substantial or persistent performance or compliance issues, long-standing open audits, or open criminal investigations will likely not receive an additional OVW award until all issues are resolved.

## **Post Award Information Requirements**

### **Reporting Requirements**

All OVW grantees receiving awards are required to submit annual and/or semi-annual progress reports and quarterly Federal Financial Reports. Appropriate forms will be provided to all applicants selected for an award.

### **Information for All Federal Award Grantees**

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OVW strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found in the FY 2013 Solicitation Companion Guide at <http://www.ovw.usdoj.gov/docs/companion-guide-10-16-12.pdf>

- [Civil Rights Compliance](#)
- Funding to Faith-Based Organizations
- Confidentiality and Privacy Protections
- Research and the Protection of Human Subjects (if applicable)
- Anti-Lobbying Act
- Reporting Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Non-Supplanting of State or Local Funds

- Criminal Penalty for False Statements
- Reporting Fraud, Waste, Error, and Abuse
- Suspension or Termination of Funding
- Nonprofit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active SAM Registration

## **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. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street, NE, Washington, DC 20530.

# Application Checklist

Applicants must submit a fully executed application to OVW, including all required supporting documentation.

Application Document	Completed?
<b>1. Summary Data Sheet</b>	
<b>Summary of Current OVW Projects</b>	
<b>2. Project Narrative.</b>	
<b>Purpose of the Application</b>	
<b>What Will Be Done</b>	
<b>Who Will Implement</b>	
<b>Proposal Abstract</b>	
<b>3. Budget Detail Worksheet and Narrative</b>	
<b>4. MOU/MOE</b>	
<b>5. Application for Federal Assistance: SF 424</b>	
<b>6. Standard Assurances and Certifications</b>	
<b>7. Letter of Nonsupplanting</b>	
<b>8. Financial Accounting Practices</b>	
<b>9. Financial Capability Questionnaire (nonprofits only)</b>	
<b>10. Indirect Cost Rate Agreement (only if the applicant has a current Federally-approved rate)</b>	

# APPENDIX A

## Budget Guidance & Sample Budget Detail Worksheet

### Budget Guidance

*Cost guidance for selected items is provided below to assist applicants in preparing the budget detail worksheet. In developing your budget detail worksheet please refer to the OVW Financial Grants Management Guide at <http://www.ovw.usdoj.gov/docs/gfmd-financial-grants-management-guide.pdf>.*

#### Consultants/Contracts

Compensation for services by an individual consultant should be reasonable and consistent with that paid for similar services in the marketplace. Applicants should consider the type of services provided and the experience and expertise of the individual consultant when deciding if a consultant's rate is reasonable. Applicants are strongly discouraged from requesting consultant rates in excess of \$650 per day. Please note that this does not mean that the rate can or should be as high as \$650 for all consultants. If a project is ultimately selected for funding with a budget allocating more than \$650 per day to a consultant, the applicant must provide additional information to OVW for review and approval before consultant costs are incurred.

Applicants should also include all costs associated with consultants/contracts in the "Consultants/Contracts" category, including travel-related costs. These costs should not be reflected in the Personnel or Travel categories.

Applicants should follow the same established procurement policies with Federal funds as they would with non-federal funds. All procurement transactions should be awarded in a manner that provides maximum open, free and fair competition, and must follow 28 C.F.R. §66.36 (if a State or local government) and 28 C.F.R. §§ 70.40-70.49 (if a non-profit, or an institution of higher education). All sole-source procurements (those not awarded competitively) in excess of \$100,000 require prior approval from OVW. This applies to procurements of goods and services, but not to compensation for MOU project partners for time spent working on program objectives.

#### Rent

Rental costs are generally allowable under OVW programs. Applicants should list square footage and cost per square foot in the budget. The amount must be based on the space that will be allocated to implement the OVW project, not the costs of the entire rental space. **Rental costs are not allowable for property owned by the applicant or if the applicant has a financial interest in the property.** In this case only the costs of ownership, including maintenance costs, insurance, depreciation, utilities, etc., are allowable costs. The applicant must indicate in the budget narrative whether or not they own the space that will be rented.

#### Audit Costs

Costs for audits not required or performed in accordance with the Office of Management and Budget (OMB) Circular A-133 are unallowable. If the applicant agency did not expend \$500,000 or more in federal funds during the organization's fiscal year, the cost of any audit performed may not be charged to the grant.

### Indirect Costs

Applicants that have current, federally-approved, indirect cost rates may seek to claim indirect costs and must submit a copy of their current Federally-approved indirect cost rate agreement with the application. Applicants may choose to waive indirect costs.

### Purchase and/or Lease of Vehicles

The purchase and/or lease of vehicles is prohibited under most OVW grant programs, although some programs allow for purchasing vehicles on a case-by-case basis. Please refer to the solicitation for which you are applying to determine whether vehicles can be purchased or leased. If requesting a vehicle, a lease/purchase analysis must be submitted with the application.

### Compensation for Partners

In developing the budget, applicants should 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 domestic violence and/or sexual assault victim services programs and state and tribal domestic violence and/or sexual assault coalitions. If a partner is a State or local governmental agency and the partnership duties are conducted within the course of the agency's "regular" scope of work, applicants do not need to compensate the partner if the partner a) offers this arrangement; and b) an explanation of this arrangement is included in the application.

### Non-Federal contributions

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 or Memorandum of Understanding (if required). **Applicants should not include supplemental contributions in the budget, budget narrative, or SF-424.**

Applicants are advised that if they voluntarily decide to provide matching funds through the use of in-kind contributions, and include this information in the budget or budget narrative, the voluntary contributions will become a mandatory requirement under the grant award. Grantees that fail to provide sufficient mandatory matching funds through cash or in-kind contributions during the award period may be required to meet their obligation by making a cash payment to the Office on Violence Against Women in order to close out the grant award.

## Budget Detail Worksheet

**Purpose:** The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

**Please Note:** The following budget is an example intended to assist you in preparing your application budget.

**A. Personnel** - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
Program Coordinator	\$23,500 x 100% x 3 years	\$ 70,500
Investigator	\$45,000 x 100% x 3 years	\$135,000
Administrative Assistant	\$10/hr. x 20 hrs/month x 36 months	\$ 7,200

The Program Coordinator will coordinate the tribe-s Tribal Governments Program project by organizing regular coordinating council meetings between all partner organizations, ensuring compliance with program requirements, and serving as the central point of contact for all project activities.

The Investigator is an investigator with the tribal law enforcement agency. She/he will dedicate 100% of their time to investigating cases of domestic violence, sexual assault, dating violence and stalking that occur on tribal lands.

The Administrative Assistant for the project will be a part-time employee. She/he will be compensated at a rate of \$10/hour. The designated time spent on the project will be 20 hours each month providing administrative and clerical support to the staff of the Victim Services Program.

**TOTAL PERSONNEL: \$212,700**

**B. Fringe Benefits** - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Program Coordinator		
Employer's FICA	\$70,500 x 7.65%	\$ 5,393
Health Insurance	\$70,500 x 6.12%	\$ 4,315
Workmen's Compensation	\$70,500 x 1.00%	\$ 705
Unemployment Compensation	\$70,500 x 0.50%	\$ 353
Investigator		
Employer's FICA	\$135,000 x 7.65%	\$10,328
Health Insurance	\$135,000 x 6.12%	\$ 8,262
Workmen's Compensation	\$135,000 x 1.00%	\$ 1,350
Unemployment Compensation	\$135,000 x 0.50%	\$ 675
Administrative Assistant		
Employer's FICA	\$ 7,200 x 7.65%	\$ 551

Health Insurance	\$ 7,200 x 6.12%	\$ 441
Workmen's Compensation	\$ 7,200 x 1.00%	\$ 72
Unemployment Compensation	\$ 7,200 x 0.50%	\$ 36

**TOTAL FRINGE BENEFITS: \$32,481**

**TOTAL PERSONNEL AND FRINGE BENEFITS: \$245,181**

The tribe is requesting fringe benefits for the Program Coordinator, the Investigator, and the Administrative Assistant.

**C. Travel** - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
OVW-Mandated Training and Technical Assistance	TBD	Airfare	\$500 (avg.) x 3 people x 4 trips	\$6,000
		Lodging	\$ 100 (avg.) x 3 nights x 3 people x 4 trips	\$3,600
		Per diem	\$ 50 (avg.) x 4 days x 3 people x 4 trips	\$2,400

\$12,000 of the required \$20,000 in OVW mandated technical assistance and training funds has been allocated to cover the cost of travel for staff of the tribe in accordance with program guidelines. The sites of the training sessions are unknown at this time. Travel estimates are based upon the tribe's formal written travel policy.

**TOTAL TRAVEL: \$12,000**

**D. Equipment** - List non-expendable items that are to be purchased. (Note: Organization's own capitalization policy for classification of equipment should be used.) Expendable items should be included either in the 'Supplies' category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the 'Contractual' category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
(2) Video Cameras	\$750/camera x 2 cameras	\$1,500

The video cameras will be used during the interviews of alleged offenders, as well as to record witness testimony in preparation for trial in cases of domestic violence, dating violence, sexual assault, and stalking.

**TOTAL EQUIPMENT: \$1,500**

**E. Supplies** - List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation.

Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
Office Supplies (paper, computer discs, pens, etc.)	\$150/month x 36 months	\$5,400
Postage	\$ 50/month x 36 months	\$1,800
75 Victim Assistance Kits	\$ 25/kit x 75 kits	\$1,875

Office supplies and postage are needed for the general operation of the program. The Victim Assistance Kits will be provided to victims of domestic violence, dating violence, sexual assault, and stalking who seek assistance from the program. The kits contain toiletries and other necessities. The estimated cost is based on previous kit prices from other programs. We estimate that at least 75 kits will be needed.

**TOTAL SUPPLIES: \$9,075**

**F. Construction** - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.

Purpose	Description of Work	Cost
		<b>TOTAL CONSTRUCTION: <u>\$0</u></b>

**G. Consultants/Contracts** - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

**Consultant Fees:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$650 per day require additional justification and prior approval from the Office on Violence Against Women.

Name of Consultant	Service Provided	Computation	Cost
Consultant /Trainer	Sexual Assault Training	\$650/day x 3 days	\$ 1,350
Part-Time Prosecutor	Prosecution	\$50/hr. x 20 hrs./month x 36 months	\$36,000

A Consultant/Trainer will provide a three day on-site training on sexual assault and related issues to tribal leaders, law enforcement, prosecution, court personnel, and medical and social services personnel. The training will focus on the challenges of providing support and advocacy services to Indian victims of sexual assault, dating violence, and elder abuse.

The tribe will hire a Part-Time Prosecutor. The Part-Time Prosecutor will be compensated at an hourly rate of \$50/hour. The Part-Time Prosecutor will spend 20 hours each month prosecuting crimes related to domestic violence, dating violence, sexual assault, and stalking.

**Subtotal Consultant Fees: \$37,350**

**Consultant Travel:** List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging etc.).

Purpose of Travel	Location	Item	Computation	Cost
OVW-Mandated Training and	TBD	Airfare	\$500 (avg.) x 2 people x 4 trips	\$4,000

Technical  
Assistance

Lodging	\$ 100 (avg.) x 3 nights x 2 people x 4 trips	\$2,400
Per diem	\$ 50 (avg.) x 3 days x 2 people x 4 trips	\$1,200

SAMPLE

			<b>Subtotal OVW-Mandated Training:</b>	\$7,600
Delivery of Sexual Assault Training	Tribe's Reservation	Airfare	\$500 (avg.) x 1 person x 1 trip	\$500
	Local Hotel	Lodging	\$50(avg.)/night x 2 nights	\$100
	Local Area	Per diem	\$35(avg.)/day x 3 days	\$105
			<b>Sub-total Sexual Assault Training:</b>	\$705

**Subtotal Consultant Travel: \$8,305**

\$8,000 of the required \$20,000 in OVW mandated technical assistance and training funds has been allocated to cover the cost of travel for staff of the tribe in accordance with program guidelines. The sites of the training sessions are unknown at this time.

Funds have also been allocated to pay for the Consultant/Trainer to travel to the reservation to provide sexual assault training.

**Contracts:** Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

<b>Item</b>	<b>Computation</b>	<b>Cost</b>
Cell Phone Service	\$ 75/month x 36 months	\$ 2,700
GSA Vehicle Lease	\$300/month x 36 months	\$10,800

The Shelter Advocates will share a cellular phone so that they may be contacted 24 hours/day, 7 days a week to provide emergency services and transportation to victims in need.

A vehicle is needed for use by the Shelter Advocates, and other program staff to transport victims to and from the tribe's shelter, court, and other agencies and resources. After doing a comparison, the tribe has concluded that it would be more cost-effective to lease a vehicle than to purchase a vehicle for this purpose. (Lease vs. purchase analysis submitted separately.)

**Subtotal \$13,500**

**TOTAL CONTRACTS AND CONSULTANTS: \$59,155**

**H. Other Costs** - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

<b>Description</b>	<b>Computation</b>	<b>Cost</b>
Sexual Assault Training Manual	\$ 25/manual x 25 manuals	\$ 625
Resource Manual	\$ 25/manual x 75 manuals	\$ 1,875
Crisis Hotline	\$ 75/month x 36 months	\$ 2,700
Brochures	\$.25/brochure x 1,000 copies x 2 Titles	\$ 500
Rent	\$1.50/sq. foot x 1,000 sq. feet x 36 months	\$54,000
Utilities	\$200/month x 36 months	\$ 7,200



**Budget Summary-** When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal funds requested and the amount of non-Federal funds that will support the project.

<b>Budget Category</b>	<b>Amount</b>
A. Personnel	\$212,700
B. Fringe Benefits	\$32,481
C. Travel	\$12,000
D. Equipment	\$1,500
E. Supplies	\$9,075
F. Construction	\$0
G. Consultants and Contracts	\$59,155
H. Other Costs	\$84,900
Total Direct Costs	\$411,811
I. Indirect Costs	\$28,183
TOTAL PROJECT COSTS	\$439,994
Federal Share Requested	\$439,994
Non-Federal (Match) Amount	\$0