

U.S. Department of Justice
Office on Violence Against Women (OVW)



OVW Fiscal Year 2013 Technical Assistance Program

Eligibility

Applicants are limited to nonprofit national, tribal or statewide organizations and institutions of higher education.

OVW will support state, local or tribal governments or governmental agencies, i.e., police department, prosecutor's offices, or probation departments, or local non-profit organizations, in rare circumstances. Eligible applicants must have the capacity to provide training and technical assistance on a national level.

(See "Eligibility," page 7)

Deadlines

Application: All applications are due by 11:59 p.m. Eastern Time (E.T.) on May 14, 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 **the Office of Justice Programs Grants Management System (GMS)** well in advance of the application deadline.

(See "Deadlines: Registration," page 6)

Letters of Intent: To assist OVW in planning for the independent peer review process, letters of intent to apply should be submitted to **Tosha Preston@usdoj.gov** by **April 30, 2013**. Please note that letters of intent are optional. Interested applicants who do not submit a letter of intent by the deadline are still eligible to apply.

(See "Deadlines: Letter of Intent," page 7)

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 the Office of Justice Programs Grants Management System (GMS). For technical assistance with GMS contact OVW GMS Support at 1-866-655-4482.

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

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OVW Technical Assistance Program (CFDA 16.526)

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 Technical Assistance Program

Since 1995, OVW's Technical Assistance Program has provided OVW grantees with the training, expertise, and problem-solving strategies they need to meet the challenges of addressing sexual assault, domestic violence, dating violence and stalking. OVW's technical assistance projects have offered in-person and online educational opportunities, peer-to-peer consultations, site visits and tailored assistance that has allowed OVW grantees and potential grantees (those entities that are eligible for OVW Grant Programs) to learn from experts and one another about how to effectively respond to crimes of violence against women. In more limited circumstances, OVW's technical assistance projects have offered technical assistance to a small number of pilot sites through demonstration initiatives and/or to assess newly developed training curricula or tools.

In shaping its technical assistance program, OVW receives input from its grantees to ensure that efforts are responsive to the needs and concerns of local, state and tribal communities. As part of its commitment to continuous improvement, OVW receives feedback on a regular basis from its grant recipients so that the technical assistance can be enhanced and refined as necessary to meet these needs.

The primary purpose of the OVW Technical Assistance Program is to provide direct technical assistance to existing and potential grantees and sub grantees to enhance and support their efforts to successfully implement projects supported by OVW grant funds. In addition, OVW is focused on building the capacity of criminal justice and victim services organizations to respond

effectively to sexual assault, domestic violence, dating violence and stalking and fostering partnerships among organizations that have not traditionally worked together to address violence against women.

For additional information on the Technical Assistance Program, including what past Technical Assistance Program grantees have accomplished with their grant funds and to view the Technical Assistance Program's performance measures, see <http://muskie.usm.maine.edu/vawamei/taprovidermain.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 May 14, 2013**. Applications submitted after **11:59 p.m. E.T. on May 14, 2013** will not be considered for funding. Applicants experiencing difficulties submitting an application should refer to the Experiencing Unforeseen Technical Issues section on page 17 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 24 hours before the deadline.

Note: For applicants without Internet access, who cannot submit an application electronically, please contact Tosha Preston no later than April 30, 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 GMS 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 GMS prior to submitting an application. Applicants should begin the process immediately to meet the GMS registration deadline, especially if this is the first time using these systems. It is strongly advised that applicants register by April 30, 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 GMS, please see the How To Apply section on page 16.

Letter of Intent

If you intend to apply for FY 2013 funding under this program, we encourage you to submit a letter stating your intent to apply. OVW will use this information to predict the number of panels needed to review applications. The letter should be submitted to OVW at **Tosha.Preston@usdoj.gov** by **April 30, 2013. This letter will not obligate you to submit an application.** You may submit an application for funding even if you do not submit a Letter of Intent.

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 limited to nonprofit national, tribal, or statewide organizations and institutions of higher education. In very rare circumstances, OVW will support state, local or tribal governments or governmental agencies, i.e., police departments, prosecutor's offices, or probation departments or local non-profit organizations. Eligible applicants must have the capacity to provide training and technical assistance on a national level. Applicants may partner with one or more organizations to ensure the appropriate expertise is available to implement the proposed project successfully.

Please note that OVW will not accept applications from individuals or for-profit organizations.

Eligible entities for this program are:

- Nonprofit national entities
- Nonprofit Tribal entities
- Nonprofit Statewide organizations
- Institutions of higher learning
- State, local or tribal Government agencies or local non-profit organizations (in rare circumstances)

Types of Applications

In FY2013, OVW will accept applications for the Technical Assistance Program from the following types of projects:

New: an application proposing a new project in response to one of the identified targeted and/or comprehensive technical assistance purpose areas.

Continuation: an application proposing to continue, enhance or supplement an existing OVW technical assistance project in response to one of the identified targeted and/or comprehensive technical assistance purpose areas. This includes non-competitive comprehensive technical assistance supplemental applications.

Grant recipients who received new or supplemental funding for a targeted Technical Assistance project 24 to 36 months in FY 2012 are NOT eligible to apply for additional funding to support the FY 2012 funded project.

Award Information

Applicants that receive an award are bound by the provisions of this solicitation, the OVW Financial 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 Technical Assistance Program are no longer available.

Award Period

Regardless of the award length identified at this stage in the process, OVW reserves the right to make awards of a shorter or longer duration in order to meet the needs of the overall TA Program.

Competitive Targeted Technical Assistance Projects:

All awards will be issued as cooperative agreements. The award periods for these cooperative agreements will generally be 12 to 36 months. For 12 to 36 month projects, **budgets must reflect 12 to 36 months of project activity and the total "estimated funding" (block 15) on the SF-424 must reflect this amount.**

Competitive Comprehensive Technical Assistance Projects:

OVW-designated comprehensive technical assistance projects may receive up to a total of five years of funding. Applicants selected to serve as comprehensive technical assistance providers are eligible to receive a 24 month initial award with the understanding that they can apply non-competitively for supplemental funding to support the remainder of the project and that awards would be made at the discretion of the OVW Director. Future award amounts and project periods are dependent on funding availability and office priorities. Some comprehensive technical assistance awards may be made for a shorter duration because of the limited amount of technical assistance funding under the program(s) supporting the award.

Non-Competitive Comprehensive Technical Assistance Project Supplements:

Technical assistance providers that were designated as comprehensive under previous solicitations and that are applying under this solicitation for non-competitive supplemental funds will be eligible for a range of 12 to 36 months which will depend on the number of years remaining on the 5-year comprehensive project as well the funding availability of the OVW program(s) from which the project will be supported. Each comprehensive provider should work with their individual program specialist to determine the length of this supplemental award.

Award Amounts

Applicants should carefully consider the resources needed to successfully implement the proposed project and present a realistic budget that accurately reflects project costs. OVW has limited funds available to support technical assistance for its grantees, and therefore, **all applicants should exercise discretion when developing their budgets.**

Funding levels for FY 2013 targeted technical assistance projects are as follows

- Twelve month projects are eligible for up to \$225,000.
- Twenty-four month projects are eligible for up to \$450,000.
- Thirty-six month projects are eligible for up to \$700,000.

Organizations applying for a new five-year comprehensive project should seriously consider the amount of money it will take to implement such a project, clearly present the costs and clearly justify all costs for the project. FY 2013 applications for five-year comprehensive projects will only budget for the first 24 months of the project.

Applicants for non-competitive comprehensive technical assistance should work with their program specialist to determine the funding level for the supplemental project.

All projects targeting the recipients of STOP Violence Against Women Formula Grant Program administrators and subgrantees, Sexual Assault Services Formula Grant Program grantees and subgrants or Grants to State Sexual Assault and Domestic Violence Coalitions must include sufficient funds to cover grantee and subgrantee travel expenses. **(See Budget Requirements on page 21.)**

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. Funding is not guaranteed. Applicants should be aware that the amount of technical assistance funding available under each program does vary and should take this into consideration when developing their technical assistance proposal (i.e., larger programs have more technical assistance funds available to serve a larger number of grantees).

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

Program Scope

Activities supported by the Technical Assistance 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.

Overall, the OVW Technical Assistance Program is highly competitive. Technical assistance funds derive from statutorily-defined percentages from each of the OVW grant programs, hence smaller programs have smaller amounts of technical assistance funds available, making them more competitive than the larger programs. Because the funding comes from the OVW grant programs, OVW technical assistance must be provided to OVW grantees or potential grantees. To learn more about OVW's grant programs, go to www.ovw.usdoj.gov and click on "OVW Grant Programs."

All OVW technical assistance projects must provide training and technical assistance on a *national* level. Local and regional projects will not be considered for funding, nor will

projects that focus on the needs of a single State or tribe (with the exception of technical assistance designed to address the unique needs of Alaska Natives and Alaska Native Villages). OVW will consider, on a limited basis, projects targeting multi-state or multi-tribal grantees to the extent that they enhance national technical assistance. OVW will also consider, on a limited basis, projects targeting pilot sites in order to test an existing tool, protocol or curriculum. Applicants approved to implement training or technical assistance to pilot sites are not automatically designated as a demonstration project unless otherwise designated by OVW.

Purpose Areas

In FY 2013, funds under the Technical Assistance Program may be used for the following purposes:

Targeted Technical Assistance Purpose Areas

OVW seeks applications that address the technical assistance topic areas identified below. All applications must predominantly serve the grant or subgrant recipients or potential grant or subgrant recipients of one or more OVW grant programs. An individual application should be very targeted in its focus.

Organizations may submit applications covering multiple topic areas; however, they must submit separate and distinct applications for each project. For example, an applicant applying to provide training and technical assistance on interstate custody issues for domestic violence victims should apply separately if they also want to provide evidence-building basic and advanced training for judges on domestic violence, custody and supervised visitation.

OVW is interested in supporting ONLY the targeted initiatives listed below. Applications requesting to provide targeted technical assistance for issues other than those listed below will be removed from consideration.

OVW is interested in supporting the following technical assistance purpose areas:

- Provide training, assistance and support to local rape crisis centers and state sexual assault coalitions regarding building the capacity and expertise of local rape crisis centers to meet the unique needs of those sexually assaulted while in detention including addressing the Prison Rape Elimination Act.
- Provide training and technical assistance to states, localities and grantees to improve access to, and payment for, forensic exams for victims of sexual assault who do not wish to report the crime at the time of the exam.
- Provide training and technical assistance related to implementing the recommendations included within the most current version of the *National Protocol for Sexual Assault Medical Forensic Examinations for Adults and Adolescents* and/or the most current version of the *National Training Standards for Sexual Assault Medical Forensic Examiners*.
- Develop training and assistance to state sexual assault coalitions and/or local community rape crisis centers on building collaborative partnerships between victim advocates and sex offender-management professionals and the role of sexual assault victim advocates in the context of sex offender management. This technical assistance purpose area will

be limited to an award of up to 24 months.

- Develop and enhance the capacity of advocates working under Rural and Consolidated Youth grants to understand the dynamics and appropriately respond to the needs of adult and young adult victims of child sexual assault.
- Provide training and technical assistance to enhance the capacity of Transitional Housing Program grantees to provide transitional housing and supportive services for sexual assault survivors and/or to establish partnerships and other alliances for the provision of services to survivors of sexual assault.
- Provide training and technical assistance to improve the capacity of OVW grantees and partners to assess their organizational structure, and to enhance the ability of grantees to effectively manage, operate and sustain their organizations, including state coalitions and those serving rural and underserved communities.
- Provide basic and/or advanced training and technical assistance on a coordinated community response (CCR) to children, youth and adult victims of sexual assault, domestic violence, dating violence and/or stalking in rural areas or rural communities, including but not limited to developing, increasing and building partnerships, implementing a CCR or SART team and providing individual and system advocacy.
- Provide trial advocacy and/or litigation skills training for attorneys who represent victims of domestic violence, sexual assault, dating violence and stalking.
- Provide training and technical assistance for victim service providers and other grantees on addressing confidentiality, including complying with provisions of the Violence Against Women Act, as amended, information sharing with partners, use of waivers, intersection with relevant state, federal and tribal laws including but not limited to mandatory reporting, guardianship, medical privacy and privileged communications.
- Provide training and technical assistance for law enforcement, prosecutors and relevant officers of Federal, State, tribal, territorial and local courts on elder abuse, neglect and exploitation, including sexual assault, domestic violence, dating violence or stalking.
- Provide training and technical assistance across OVW programs on culturally relevant services for communities of color.
- Provide training and technical assistance across OVW programs on culturally relevant services for LGBT victims/survivors.
- Create a culturally specific prevention curriculum that addresses sexual assault, domestic violence, dating violence and stalking for colleges and universities. This technical assistance purpose area will be limited to an award of up to 24 months.
- Provide training and technical assistance to build the capacity of historically black colleges and universities to more effectively address violence against women for colleges and universities.

- Provide technical assistance to develop or strengthen tribal law enforcement programs and courts addressing the needs and circumstances of Indian Tribes responding to violent crimes against women and the specific challenges related to Federal-tribal jurisdiction.
- Develop and implement culturally specific training and technical assistance addressing the unique challenges that Alaska Native Villages experience when addressing and responding to sexual assault, domestic violence, dating violence and stalking.
- Provide training and technical assistance for courts and court personnel to improve their response in addressing the culturally specific needs of victims.
- Provide evidence-based basic and/or advanced training and technical assistance on teen dating violence prevention and/or interventions for rural communities.
- Provide training and Technical Assistance for communities and targeted professionals, including judges, law enforcement officers, advocates, civil attorneys, prosecutors and others, on implementing the provisions of the [Civil Protection Orders: A Guide for Improving Practice](#).
- Provide evidence-based specialized training and technical assistance to law enforcement and community-based domestic violence service programs in developing or enhancing strategies to address lethality assessment and reduce violence against women cases.
- Provide training and technical assistance to STOP subgrantees and Arrest and Rural grantees on developing and incorporating domestic violence fatality reviews into the coordinated community response.
- Provide basic and/or advanced training and technical assistance on immigration for legal advocates and/or attorneys, law enforcement, prosecution, probation officials, law school clinics and judges, including the dynamics of violence against immigrants; services available to immigrant victims; and the legal options for immigrant victims, such as self-petition and U or T Visas.
- Provide training and technical assistance on interstate custody issues for domestic violence victims.
- Provide training and technical assistance on addressing confidentiality, safety and accessibility issues related to the use of technology and data, including the implications of technology on college and university campuses.
- Develop and convene regional workshops for potential grantees on implementing an effective coordinated community response on college and university campuses, including minority serving institutions.
- Develop and convene regional workshops, webinars and/or other forms of outreach for potential grantees that address the culturally specific needs of sexual assault, domestic violence, dating violence and stalking victims.
- Provide training and technical assistance to STOP Administrators on the process of developing STOP implementation plans.

- Provide specialized training and technical assistance to attorneys serving international or domestic human trafficking victims with regards to sexual assault, domestic violence, dating violence and stalking. This includes, but is not limited to identifying and improving services to human trafficking victims, capacity building and strengthening collaborations, particularly in tribal and youth communities.
- Provide training and technical assistance to improve the response to domestic violence, dating violence and stalking involving firearms.
- Provide technical assistance, including developing products/tools to assist grantees in providing effective services to male victims.
- Provide specialized training and technical assistance to prevent domestic violence homicides and suicides in the families of military personnel and veterans and to improve outcomes for individual military-related sexual assault and domestic violence victims and their families.
- Provide specialized training and technical assistance to enhance the probation response to sexual assault, domestic violence and dating violence.
- Provide training and technical assistance to targeted professionals, such as victim services advocates and criminal justice personnel to enhance their capacity to work with survivors with mental health issues.
- Provide training and technical assistance on developing trauma informed services for survivors of sexual violence, domestic violence, dating violence and stalking.
- Develop and provide training and education tools for judges on sexual assault and dating violence.
- Develop and provide model and evidence-building training and tools to court personnel, attorneys, advocates and other relevant organizations on identifying and accounting for domestic violence in custody cases.

Comprehensive Technical Assistance Purpose Areas

OVW's Comprehensive Technical Assistance Providers must offer an exceptionally extensive scope of training, technical assistance, and resources to grantees and the field. Each of OVW's Comprehensive Technical Assistance Grants are competitively bid at a minimum of every five years.

OVW is interested in supporting ONLY the continuation of existing previously designated comprehensive projects and new comprehensive initiatives listed below. Applications requesting to provide comprehensive technical assistance for issues other than those listed below will be removed from consideration.

Competitive Comprehensive Technical Assistance Purpose Areas

OVW will support a very small number of new five-year comprehensive technical assistance projects this fiscal year. Organizations applying under this section must show a demonstrated capacity to serve the targeted audience. Those organizations funded to implement five-year

technical assistance projects will be awarded cooperative agreements with a five-year project period, however, the first award will support 24 months of project activity. Depending on the success of the initial phase of the project, an organization may non-competitively apply for the remaining 36 months of funds, and awards will be made at the discretion of the OVW Director.

Please note that during the FY 2010, FY 2011 and FY 2012 Technical Assistance application process, OVW selected a number of comprehensive technical assistance projects and, therefore, those topics are not reflected in this year's solicitation.

OVW is interested in supporting the following technical assistance purpose areas:

- Provide comprehensive training and technical assistance to tribal domestic violence and sexual assault coalitions to increase their knowledge of domestic violence and sexual assault and the specific implications for and needs of American Indian and Alaska Native women who are victimized. Educational opportunities should also broaden the coalitions' expertise to provide training and community education for their tribal leaders and members.
- Comprehensive training and technical assistance on domestic violence and/or sexual assault for frontline law enforcement. Organizations applying to provide training and technical assistance on both domestic violence and sexual assault must demonstrate a capacity to address both issues.

Non-Competitive Comprehensive Technical Assistance Supplemental Applications

Organizations that have previously been selected to serve as an OVW-designated comprehensive technical assistance provider are recognized for their unique areas of expertise and their capacity to deliver training and technical assistance on a very large scale. The non-competitive awarding of comprehensive technical assistance projects over the limited duration of five years ensures that OVW will maintain a continuity of technical assistance in its most critical areas of need. It ensures that OVW's comprehensive technical assistance providers will have more time to look holistically at a grant program or issue area and to fully address new, emerging issues. Lastly, it minimizes the potential for a gap in the core training and technical assistance sometimes experienced as a result of a competitive application review process. Once the non-competitive period has expired, an organization must re-compete to continue as a comprehensive provider.

Technical assistance providers designated by OVW in FY 2010, FY 2011 or FY 2012 to serve as a comprehensive technical assistance provider, and that are eligible to apply for non-competitive supplemental funding for their comprehensive award in FY 2013, will receive an invitation to apply for a supplemental award through this FY 2013 Technical Assistance Solicitation.

The scope of each comprehensive technical assistance award will be based on the continuation and/or enhancement of the project goals and objectives of the initial award and the identified needs of the grantees to be served. Prior to submitting their proposal, comprehensive technical assistance providers should work with their program specialist to determine the scope of work for each supplemental application.

Activities that Compromise Victim Safety and Recovery

Technical Assistance providers should avoid the following activities because they 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. Included among those are the following:

- 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.
- Promoting policies and practices that fail to encourage ongoing safety planning with all survivors.
- Promoting policies and procedures that fail to account for the physical safety of victims.
- Promoting policies and procedures that do not address offender accountability.

Applications 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 Technical Assistance Program will not be considered for funding. The following activities are out of scope and will not be supported by Technical Assistance 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>.)

Unallowable Activities

The following is a list of activities that are unallowable and cannot be supported by the Technical Assistance 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 either Grants.gov or the Grants Management System (GMS) according to the instructions. Applicants are strongly encouraged to submit their applications well in advance (a minimum of 24 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 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 Management System

Applicants are required to submit their applications through the Office of Justice Programs' Grants Management System (GMS) instead of Grants.gov. In order to apply for a grant through GMS, go to <https://grants.ojp.usdoj.gov/> and either sign in using your current GMS ID and password or register as a new user. Once you have logged in to GMS, you should select the program that you intend to apply for and follow the instructions. Training materials are available on the main GMS homepage.

Applicants without Internet Access

For applicants without Internet access, who cannot submit an application electronically, please contact **Tosha Preston** at tosha.preston@usdoj.gov or (202) 307-6026 no later than **April 22, 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 contact OVW **GMS Support at 1-866-655-4482, Monday through Friday, 9:00 a.m. to 5:00 p.m. E.T.**

If you experience unforeseen technical issues that prevent you from submitting your application by the deadline, you must take the following actions:

- contact Tosha Preston at (202) 307-6026 or at tosha.preston@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 Tosha Preston at (202) 307-6026 or tosha.preston@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 **GMS 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 requirements:

- Double spaced (Project Abstract, Summary Data Sheet and charts may be single space)
- 8½ x 11 inch paper
- One-inch margins
- Type no smaller than 12 point, Times New Roman font
- Page numbers
- No more than 12 pages per targeted topic for the Project Narrative; no more than 18 pages for the comprehensive technical assistance applications
- 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 the Application Contents section of this 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. Letters of Support and/or Commitment

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 12 to 18 page limit for the Project Narrative. Please provide the following information:

- Title of the proposed project.
- Identification of whether this is a new or continuation application.
- Identification of whether of the applicant type (e.g. non-profit organization, institution of higher education, local/state or tribal government.)
- 2-3 sentences (no more than 3 sentences) that broadly describe the project.
- Name, title, address, phone number, and e-mail address for the authorized representative (see page the Application for Federal Assistance (SF-424) section on page 23 for the definition of the authorized representative).
- Name, title, address, phone number and e-mail address for the grant point-of-contact.
- Statement as to whether the agency applying has expended \$500,000 in Federal funds in the past fiscal year of the applicant. Please specify the end date of the applicants fiscal year.

- A list of other Federal grant programs from what the applicant organization currently receives funding or for which it has applied in Federal Fiscal Year 2013 to do similar work.
- The targeted topic area/s or the comprehensive project the application is addressing.
- The target audience (include which grant program recipient or disciplines will be targeted).
- Duration of the project (i.e., 24 to 36 months or five years).
- The award amount requested.
- 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.
- A List of all partners included in this proposal.
- A list of all applications being submitted under the FY 2013 Technical Assistance Program Solicitation as either an applicant or a partner.
- 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 all grants by OVW program, award number, and project period.
 - Specify the total funding amount for each grant (initial and supplemental amounts, if applicable).
 - Specify the total funds remaining in each grant as of the date of application.
 - Provide the total funds remaining in each budget category (Personnel, Fringe, Travel, Equipment, Supplies, Construction, Contractual, and Other) for each grant.
 - 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 (75 Points Total)

The Project Narrative may not exceed 12 pages for targeted topic area or 18 pages for comprehensive TA applications, double-spaced. The Project Narrative comprises the following 4 sections:

Purpose of the Application (20 Points)

This section must include:

- Identification of the targeted topic area or comprehensive issue the project addresses.

- Description of why this is an area in need of technical assistance. Please detail the gaps in service provision and/or the criminal justice response and in technical assistance, as it relates to the identified area.
- Description of the target audience for the technical assistance, including the discipline or profession. Please detail the relationship between the target audience and the stated area of need.
- An estimate of the number of individuals who would receive training and technical assistance under this project.
- Explanation of why OVW grantees or potential grantees would benefit from this technical assistance.

OVW will not accept applications proposing targeted or comprehensive projects that are not listed on pages 8 - 11 of this solicitation.

What Will Be Done (25 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.

- State the goals and objectives of the technical assistance proposal.
- Provide a description of how the proposed project meets one or more of the technical assistance purpose areas.
- Provide a detailed description of the activities that will be undertaken to accomplish the project goals and objectives.
- Provide a corresponding timeline for the completion of each activity. Organizations applying for five-year projects must include a timeline that covers five years.
- Describe and justify any and all products that will be developed, including a timeline for the development and dissemination of each product. Include a dissemination plan for the products.
- Identify and describe how the proposed technical assistance will be delivered. Examples of delivery methods can include teleconference and videoconference; web-casting; regional or national meetings; focus groups; conferences; train-the-trainer sessions; on-site technical assistance (if you are proposing on-site assistance with OVW grantees, you must describe your capacity and experience to do so).
- In addition, include a detailed description of how the technical assistance provided is accessible to individuals with disabilities and Deaf individuals. The plan must be responsive to the proposed technical assistance delivery methods identified in the application.
- The applicant and OVW will work together to ensure that the appropriate accommodations are made and to ensure that sufficient funds have been budgeted for this purpose.
- Explain how TA delivery methods are appropriate for the target audience.
- If an applicant proposes to hold any in-person meetings which necessitate logistical planning, the application must indicate if an outside planner will be hired. If no outside planner will be hired, the application must document that the applicant or a project partner is the most cost effective means of obtaining conference logistical services.

Who Will Implement the Project (30 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.

- Identify the organizations and individuals who will implement the project and describe the role of each. Provide the percentage of time each individual will devote to the project.
- Describe the capacity of the organization/s to undertake the project.
- Describe the proposed staffing (including consultants) needed for the project.
- List the qualifications and experience of proposed staff/consultants.
- Describe the organization's mission.
- Describe the organization's philosophy concerning violence against women, including its understanding of emerging issues and best practices, and activities that compromise victim safety.

Budget Detail Worksheet and Narrative (15 Points)

All applicants, except for those applying for formula grant programs, are required to submit a detailed budget and supporting budget narrative. Budgetary requirements vary slightly among programs, and applicants must read the solicitation closely to determine the requirements of the budget and budget narrative for each OVW program.

Award Period and Amount

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs. Projects targeting the recipients of the STOP Violence Against Women Formula Grant Program subgrants, Sexual Assault Services Formula Grant Program subgrants, or Grants to State Sexual Assault and Domestic Violence Coalitions must include sufficient funds to cover participant travel expenses. Funding levels under the OVW Technical Assistance Program for FY 2012 are as follows:

- Twelve month projects are eligible for up to \$225,000.
- Twenty-four month projects are eligible for up to \$450,000.
- Thirty-six month projects are eligible for up to \$700,000.

Organizations applying for five-year comprehensive projects should seriously consider the funds it will take to implement such a project, clearly present the costs and clearly justify all costs for the project. Organizations applying for comprehensive projects must include a timeline for the full five years of project activity; however, they should only submit budgets for the first 24 months of project activity.

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

OVW has a limited amount of technical assistance funds available to support technical assistance for all of its grantees, and therefore, **all applicants should exercise discretion when developing their budgets.**

Budget Requirements Applicants must submit reasonable budgets based on the resources needed to implement their projects. 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>.

Applicants are required to submit a budget detail worksheet that is reasonable and cost effective. 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.

OVW Meetings

All applicants **are required** to allocate funds in the amount of \$7,500 for the project period to support travel costs associated with OVW technical assistance provider meetings and other travel as determined by OVW. Applicants should estimate costs for a minimum of two staff to conduct two trips. The budget should include an estimated breakdown for this amount, including the number of travelers, airfare or mileage, lodging, per diem, etc.

Services to Limited-English-Proficient (LEP) Persons

Applicants are encouraged to include funds in their budgets to support activities that help to ensure that LEP persons have meaningful access to their training and technical assistance. For example, funds can be used to support interpretation and translation services. Please note that this is applicable to all applicants.

Accessible Training and Technical Assistance for People with Disabilities

Applicants must include funds in their budgets to provide accommodations for individuals with disabilities and Deaf individuals to ensure full and meaningful participation in training and technical assistance. Budgets must include line items for accommodations for individuals (i.e., American Sign Language Interpreters) and to ensure that products are accessible (i.e., closed captioning of videos and webinars, or materials and products printed in alternative formats.) The budget detail worksheet and budget narrative must clearly illustrate the various accommodations that will be provided.

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 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. Under limited circumstances, OVW may permit the use of OVW funds to provide refreshments for a meeting, conference, training, or other event. Recipients must obtain prior approval from OVW and justify the need for refreshments at the event.

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

<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 \$7,500 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 \$9,000 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.

Letters of Support and/or Commitment (5 Points)

Applicants may partner with one or more organizations to ensure the appropriate expertise is available to implement the project successfully. If partnering with other organizations, applicants are required to submit letters of support from those partners. Letters should describe the partners' role in the project, as well as their commitment to the collaboration. Applicants should **only** submit letters from partners who would receive funding through the award or from organizations who are essential to the implementation of the project. It is strongly recommended that the letters of

support not present as form letters written by the applicant and simply signed by the partnering organization/s. Please note that OVW may request a signed Memorandum of Understanding among project partners prior to making an award if it is deemed necessary to clarify the roles and responsibilities of each partner.

In addition, if the applicant has provided technical assistance to OVW grantees in the past, no more than two letters of support should be submitted by an OVW grant recipient who received that technical assistance or training.

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 for a sample letter. This should be a separate attachment to the application in **GMS**.

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 **GMS**.

- 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 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.

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 **GMS**. 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 or 1-888-514-8556 for more information.

The DOJ has implemented a new policy limiting the application of indirect costs for participant support costs. Please refer to the Budget Guidance in Appendix A of this solicitation and the OVW Grants Financial Management Guide at <http://www.ovw.usdoj.gov/docs/gfmd-financial-grants-management-guide.pdf>.

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.

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.

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.

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.

OVW can deduct an additional 10 points from a project based on the need and the availability of funds from the programs that can support the technical assistance.

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 demonstrates 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.

| 1. Summary Data Sheet | |
|--|--|
| Summary of Current OVW Projects | |
| 2. Project Narrative. | |
| Purpose of the Application | |
| What Will Be Done | |
| Who Will Implement | |
| 3. Budget Detail Worksheet and Narrative | |
| 4. Letters of Support and/or Commitment | |
| 5. Application for Federal Assistance: SF 424 | |
| 6. Standard Assurances and Certifications | |
| 7. Letter of Nonsupplanting | |
| 8. Financial Accounting Practices | |
| 9. Financial Capability Questionnaire (nonprofits only) | |
| 10. Indirect Cost Rate Agreement (only if the applicant has a | |

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.

The DOJ has implemented a new policy limiting the application of indirect costs for participant support costs.

Participant Support Costs for Non-Profit Organizations: Indirect cost cannot be applied to participant support cost of lodging, meals and incidental expenses, local transportation, and airfare (common carrier transportation). This applies to the entirety of any subcontracts for the lodging and travel of the participants of a conference. Participant support costs are direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees).

Please refer to the OVW Grants Financial Management Guide at <http://www.ovw.usdoj.gov/docs/gfmd-financial-grants-management-guide.pdf> for further guidance.

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.

| Name/Position | Computation | Cost |
|-------------------------------|--------------------|-----------------|
| 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 | TBD | Airfare | \$500 (avg.) x 3 people x 4 trips | \$6,000 |
| Training and Technical Assistance | | 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 |
|---------|---------------------|------|
|---------|---------------------|------|

TOTAL CONSTRUCTION: \$0

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 \$450 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 | \$450/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 Technical Assistance | TBD | Airfare | \$500 (avg.) x 2 people x 4 trips | \$4,000 |
| | | 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 |
| Subtotal OVW-Mandated Training: | | | | \$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 |
| Sub-total Sexual Assault Training: | | | | \$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.

| Item | Computation | Cost |
|--------------------|-------------------------|----------|
| 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.

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.

| Description | Computation | Cost |
|--------------------------------|--|----------|
| 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 |
| Housing Assistance | \$500/family x 12 families/year x 3 years | \$18,000 |

The Sexual Assault Training manuals will be purchased from the Sexual Assault Resource Center and will be used in conjunction with the on-site training that will be provided by the Consultant/Trainer.

The Project Coordinator will develop and produce a Resource Manual for services both on and off the Reservation for victims of domestic violence, sexual assault, and stalking. Copies of the manual will be provided to all units of Tribal government and to victim services and social services agencies in the local community.

Many victims in the more geographically remote areas of the Reservation do not have long distance service, and it is a long distance call for most of them to the program office. The project will continue to operate an 800 hotline for victims. It will be staffed by volunteers on a daily basis.

The program has previously developed brochures explaining the dynamics of domestic violence and sexual assault and detailing the services offered by the program. Additional copies of the brochures need to be reproduced. Based on previous distribution patterns, it is anticipated that the program will distribute 1,000 copies of each brochure during the 36 month grant period.

The Victim Services Program rents a safe house that is located off-reservation in the local community. The house is used to provide temporary housing to victims of domestic violence and their minor children who are in need of a safe place to stay after fleeing an abusive situation. The rent is consistent with the fair market rate for similar properties in the local community.

The cost of utilities (i.e., gas, electric, and water service) averages \$200/month. The services are necessary to ensure that the house is suitable for occupancy.

Funds have been budgeted to provide transitional housing assistance to at least one victim of domestic violence, dating violence, sexual assault or stalking each month. Each victim and her dependents will receive up to \$500 to assist with rent and utility payments or security deposits.

TOTAL OTHER COSTS: \$84,900

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval (a fully executed, negotiated agreement) must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

| Description | Computation | Cost |
|--|--------------------|----------|
| 13.25% of Direct Salaries (Excluding Fringe Benefits) | \$212,700 x 13.25% | \$28,183 |

The Indirect Cost Rate Agreement was approved by the Department of the Interior, the applicant's cognizant Federal agency on January 1, 2009. (A copy of the fully executed, negotiated agreement is attached).

TOTAL INDIRECT COSTS: \$28,183

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.

| Budget Category | Amount |
|------------------------------|-----------|
| 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 |