

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



OVW Fiscal Year 2014 Transitional Housing Assistance Grants for Victims of Domestic Violence, Dating Violence, Stalking or Sexual Assault Program

Application Guidelines *(Invitation Only)*

Release Date

These application guidelines were released on or about January 2, 2014.

Eligibility

Applicants are limited to current grantees who received awards under the FY 2011 solicitation.
(See "Eligibility," page 5)

Deadlines

Application: All applications are due by 11:59 p.m. Eastern Time (E.T.) on February 18, 2014

(See “Deadlines: Application,” page 4)

Registration: To ensure all applicants have ample time to complete the registration process, applicants must obtain a Data Universal Number System (DUNS) Number, register online with the System for Award Management (SAM) and with the Grants Management System (GMS) immediately, but no later than **January 28, 2014 (See “Deadlines: Registration,” page 4)**

Letter of Registration: Applicants are strongly encouraged to submit a letter of registration to **Sharon Elliott** at sharon.elliott@usdoj.gov by **January 27, 2014**. This will ensure that applicants are well-positioned to successfully submit an application by the deadline. This letter will not obligate potential applicants to submit an application. Interested applicants who do not submit a Letter of Registration are still eligible to apply.
(See “Deadlines: Letter of Registration,” page 4)

Pre-Application Conference Calls: OVW will conduct Pre-Application Conference Calls for anyone interested in submitting an application for the Transitional Housing Assistance Grant Program for Victims of Domestic Violence, Dating Violence, Stalking or Sexual Assault. Participation in these calls is optional. Interested applicants who do not participate are still eligible to apply.
(See “Pre-Application Conference Calls” page 5)

Contact Information

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

In Fiscal Year 2014, 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, 2014.

CONTENTS

Overview	p. 3
About the OVW Transitional Housing Assistance Grant Program	p. 3
Deadlines	p. 4
• Application	p. 4
• Registration	p. 4
• Letter of Registration	p. 5
Pre-Application Conference Calls	p. 5
Eligibility	p. 5
• Nonprofit Organization Requirements	p. 5
• Program Eligibility Requirements	p. 6
• Types of Applicants	p. 6
○ Continuation only	p. 7
Award Information	p. 7
• Availability of Funds	p. 7
• Award Period	p. 7
• Award Amounts	p. 7
Program Scope	p. 7
• Purpose Areas	p. 8
• Mandatory Program Requirements	p. 9
• Activities that Compromise Victim Safety and Recovery	p. 9
• Out-of-Scope Activities	p. 10
• Unallowable Activities	p. 11
How to Apply	p. 11
• Application Registration Requirements	p. 12
• Applicants without Internet Access	p. 13
• OVW Policy on Duplicate Applications	p. 13
• Experiencing Unforeseen Technical Issues	p. 13
• OVW Policy on Late Submission	p. 14
• Extraordinary Natural or Manmade Disasters	p. 14
Application Contents	p. 14
• Formatting and Technical Requirements	p. 14
• Application Requirements	p. 14

• Summary Data Sheet	p. 15
• Project Narrative	p. 16
• Proposal Abstract	p. 18
• Budget Detail Worksheet and Narrative	p. 18
• Memorandum of Understanding	p. 21
Additional Required Information	p. 22
• Proof of 501(c)(3) Status (<i>Nonprofit Organizations Only</i>)	p. 22
• Disclosures Related to Executive Compensation	p. 23
• Confidentiality Notice Form	p. 23
• Application for Federal Assistance (SF-424)	p. 23
• Standard Assurances and Certifications	p. 23
• Letter of Nonsupplanting	p. 23
• Financial Accounting Practices	p. 23
• Financial Capability Questionnaire (if applicable)	p. 24
• Indirect Cost Rate Agreement (if applicable)	p. 24
• Single Point of Contact Review	p. 24
Selection Criteria	p. 25
• Review Process	p. 25
• Programmatic Review	p. 25
• Compliance with OVW Financial Requirements	p. 26
• High Risk Grantees	p. 26
Post-Award Requirements	p. 26
• Violence Against Women Act Non-Discrimination Provision	p. 26
• Reporting Requirements	p. 26
• Information for all Federal Grantees	p. 26
Public Reporting Burden	p. 27
Application Checklist	p. 28
Appendix A	p. 29
• Budget Guidance	p. 30
• Sample Budget Detail Worksheet	p. 32
Appendix B	p. 39
• Sample Letter of Registration	p. 40
Appendix C	p. 41
• Disclosures Related to Executive Compensation	p. 42

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

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 Transitional Housing Assistance Grants for Victims of Domestic Violence, Dating Violence, Stalking or Sexual Assault Program

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

For additional information on the Transitional Housing Assistance Program, including what past Transitional Housing Assistance Program grantees have accomplished with their grant funds and to view the Transitional Housing Assistance Program performance measures, see <http://muskie.usm.maine.edu/vawamei/thousingmain.htm>.

Deadlines

Application

All applications will be submitted electronically. The deadline for submitting applications in response to this solicitation is **11:59 p.m. E.T. on February 18, 2014**. Applications submitted after **11:59 p.m. E.T. on February 18, 2014** will not be considered for funding. Applicants experiencing difficulties submitting an application should refer to the Experiencing Unforeseen Technical Issues section on page 13 of this solicitation.

Failure to begin the registration or application submission process in sufficient time is not an acceptable reason for a late application submission. It is important that applicants do not wait until the day of the application deadline to begin the application submission process. To ensure a successful application submission, OVW strongly encourages applicants to submit their applications at least 48, but no less than 24, hours before the deadline.

Note: For applicants without Internet access, who cannot submit an application electronically, please contact **Sharon Elliott** at sharon.elliott@usdoj.gov or **202-305-1662** no later than **February 18, 2014** to request permission to submit an application by alternative means.

Registration

Applicants must follow the registration process outlined below. **There is no fee associated with the registration process. Additionally, the registration process cannot be expedited.** OVW strongly discourages applicants from paying a third party to register on their behalf in an attempt to expedite the registration process. To ensure all applicants have ample time to complete the registration process, applicants must obtain a Data Universal Number System (DUNS) Number, register online with the System for Award Management (SAM) and with GMS immediately, but no later than **January 28, 2014**.

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.

In Fiscal Year (FY) 2012, the System for Award Management (SAM) replaced the Central Contractor Registration (CCR) as the government-wide registry for vendors doing business with the federal government. **All applicants must register w/SAM and renew their registration annually.** 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 recommended that applicants begin the registration process no later than **January 28, 2014** 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 11.

Letter of Registration

Applicants intending to apply for FY 2014 funding under this program, are strongly encouraged to submit a letter of registration. The letter should state that the applying organization is registered and current with the SAM and with Grants.gov. The letter should be submitted to OVW at sharon.elliott@usdoj.gov by **January 28, 2014**. This will ensure that the applicant is well-positioned to successfully submit a proposal by the application deadline. This letter will not obligate the applicant to submit an application. See Appendix B for a sample Letter of Registration.

Pre-Application Conference Calls

OVW will conduct a total of two (2) Pre-Application Conference Calls. The Pre-Application Conference Call is open only to continuation grantees that have been invited to apply for FY 2014 funding. During these calls, OVW staff will review the Transitional Housing Assistance Program requirements, review the solicitation, and allow for a brief question and answer session. Participation in these calls is optional. The conference calls are scheduled for:

- **January 7, 2014 at 10:00 am E.T.**
- **January 8, 2014 at 4:00 pm E.T.**

Any eligible Transitional Housing Assistance Program grantee who is interested in submitting an application for the FY 2014 Transitional Housing Assistance Program may register to participate in the calls. The total number of participants for each call is limited to fifty (50) individuals.

To register, please e-mail or call Holly Gaard at holly.gaard@usdoj.gov, 202.514-0748. Registration must be received at least two hours prior to the start of the call.

Eligibility

It is very important that applicants 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.

For FY 2014, eligibility is limited to applicants that received Transitional Housing Assistance Program funds in FY 2011.

Grant recipients that received new or supplemental funding for 36 months in FY 2012 or FY 2013 are NOT eligible to apply.

Nonprofit Organization Requirements

Any entity that is eligible for the Transitional Housing Assistance Program based on its status as a nonprofit organization must be an organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of that Code. See 42 U.S.C. § 13925(b)(16)(B). Any nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code is not eligible for a grant from the Transitional Housing Assistance Program.

Program Eligibility Requirements

In addition to meeting the eligible entity requirements outlined above, applications for the Transitional Housing Assistance Program must also meet the requirement(s) below. All certification and other eligibility related documents must be current and developed in accordance with the FY 2014 solicitation.

Failure to meet the Program Eligibility Requirements as described will result in an ineligible application.

Letter of Certification for Housing and Supportive Services

For FY 2014, applicants must certify that they will provide both housing and supportive services (i.e., purpose areas one or two, and purpose area three; (see page 8) but may limit their use of OVW funds to one purpose area provided they can document availability and source of non-OVW funds for the other purpose area for the duration of the award. To meet this requirement, applicants must include a letter to OVW's Director, signed by the Authorized Organization Representative (AOR) (see the Application for Federal Assistance (SF-424) section on page 23 for the definition of the AOR), certifying that either: a) the applicant proposes to provide both housing and supportive services with OVW Transitional Housing Assistance Program funds; or b) the applicant will limit its use of OVW funds to either housing or supportive services (select one) and certifies the availability and source of non-OVW funds for the other purpose area for the duration of the award.

This letter of certification should be a separate attachment to the application in GMS.

Required Partnerships

Nonprofit or tribal sexual assault, domestic violence, dating violence, and/or stalking victim service organizations must be involved in the development and implementation of the project. All applicants that are not nonprofit or tribal organizations serving survivors of sexual assault, domestic violence, dating violence, and/or stalking, must enter into a formal collaboration with such an organization. All applicants that are nonprofit or tribal organizations serving survivors of sexual assault, domestic violence, dating violence, and/or stalking must collaborate with at least one other organization to expand the scope of services available to victims (e.g., job training organization, housing authority, or legal services agency). Formal Memorandum of Understanding (MOU) partner(s) must be clearly identified in the MOU and throughout the application (see page 21 for MOU requirements).

Partner Compensation

Applicants must include compensation for at least one if not all of their project partners for time and travel to participate in project development, training, and implementation. If a partner is a state or local government agency and their partnership duties are conducted within the course of the agency's "regular" scope of work, the applicant does 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. Compensation to formal project partner(s) with grant funds, if awarded, must be clearly identified in the budget submitted with the application and in the MOU.

Types of Applicants

In FY 2014, OVW will accept applications for the Transitional Housing Assistance Program from the following:

Continuation only: applicants that received funding under the Transitional Housing Assistance Program in FY 2011 are eligible to apply. Continuation funding is not guaranteed.

Grant recipients that received new or supplemental funding for 36 months in FY 2012 or FY 2013 are NOT eligible to apply.

Award Information

Applicants that receive an award are bound by statute, federal regulations, the provisions of this solicitation, the OVW Financial Guide, any updates to the Financial Guide, and any conditions of the recipient's 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 Transitional Housing Assistance Program becomes no longer available.

Award Period

The grant award period is 36 months. Budgets must reflect 36 months of project activity, and the total "estimated funding" (block 15) on the SF-424 must reflect 36 months.

Award Amounts

Applicants should carefully consider the resources needed to successfully implement the proposed project and present a realistic budget that accurately reflects project costs. Awards under the Transitional Housing Assistance Program for FY 2014 will be made for up to \$300,000.

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

Program Scope

Activities supported by the Transitional Housing 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 Guide, any updates to the Financial Guide, and the conditions of the recipient's award.

Under 42 U.S.C. § 13975, grants under this program may be used to provide transitional housing, or rental assistance, and supportive services only to survivors of sexual assault, domestic violence, dating violence, and/or stalking and their children and dependents. Services may only be provided to survivors: (1) who are homeless, or in need of transitional housing or other housing assistance, as a result of a situation of domestic violence, dating violence, sexual assault, or stalking; and (2) for whom emergency shelter services or other crisis intervention services are unavailable or insufficient.

Purpose Areas

In FY 2014, funds under the Transitional Housing Assistance Grant Program may be used for the following purposes:

- (1) Programs that provide transitional housing, including funding for the operating expenses of newly developed or existing transitional housing;
- (2) Programs that provide short-term housing assistance, including rental or utilities payment assistance and assistance with related expenses such as payment of security deposits and other costs incidental to relocation to transitional housing; and
- (3) Programs that provide support services designed to enable a minor, an adult, or a dependent of such minor or adult, who is fleeing a situation of domestic violence, dating violence, sexual assault, or stalking to: (a) locate and secure permanent housing; (b) secure employment, including obtaining employment counseling, occupational training, job retention counseling, and counseling concerning re-entry in to the workforce; and (c) integrate into a community by providing that minor, adult, or dependent with services, such as transportation, counseling, child care services, case management, and other assistance.

As applicants address their plans to implement one or more of the above purpose areas, they are encouraged to consider the following activities in the development of their application:

- Creating innovative partnerships that improve the overall value and effectiveness of transitional housing by bringing together victim service providers, housing and homelessness organizations, and underserved population specific organizations to provide a broad spectrum of support services that promote self-sufficiency for survivors of sexual assault, domestic violence, dating violence, or stalking, such as mentoring, job training, childcare, and literacy education;
- Designing projects that promote economic independence and financial empowerment strategies for survivors;
- Implementing partnerships that assist survivors in obtaining employment that will enable survivors to afford basic expenses and remain economically independent including non-traditional employment opportunities for women;
- Developing innovative programs to provide transitional housing and supportive services to older survivors (defined as survivors of intimate partner abuse, sexual assault, dating violence, and stalking who are age 50 or older) by addressing the unique barriers to receiving assistance that these survivors face;
- Addressing the complex needs of survivors with disabilities by providing transitional housing assistance that will enhance the accessibility of services, resources, communication, and outreach to survivors with disabilities;
- Providing transitional housing in rural jurisdictions while addressing the lack of available resources in those jurisdictions, social and cultural challenges, and geographic isolation; or
- Developing an innovative approach to improve transitional housing program accessibility and culturally sensitive services to immigrants while addressing barriers that immigrants

experience such as the lack of knowledge about resources, language barriers, and issues surrounding immigration.

Mandatory Program Requirements

In FY 2014, applicants must provide both housing and supportive services, (i.e., purpose areas one or two, and three), but may limit their use of OVW funds to one or the other provided they can document availability of non-OVW funds to support these services for the duration of the award (see page 6, "Letter of Certification for Housing and Supportive Services").

For the purposes of the Transitional Housing Assistance Program, in order for survivors to receive supportive services, they must either: (a) reside in a transitional housing unit; or (b) receive short-term housing assistance (rental assistance). Grant funds may not be used to provide supportive services beyond this scope unless they are supporting follow-up services to a survivor who has recently exited the transitional housing program.

All projects must offer housing services and/or supportive services for an anticipated minimum length of stay of six months and a maximum length of stay of 24 months. Additionally, all projects must include a plan to provide follow-up support services for a minimum of three months after a victim has secured permanent housing. Follow-up services should be limited to: advocacy, support groups, case management, minimal financial assistance (e.g., security deposit, first month's rent, or childcare) when a survivor is establishing permanent housing.

An applicant that fails to include these required elements in its application, and is chosen for funding, will be required to incorporate all of these activities into its project.

Activities that Compromise Victim Safety and Recovery

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

- Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;¹
- 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;
- Sponsoring alternative dispute resolution or joint counseling as a response to sexual assault, domestic violence, dating violence, and/or stalking;
- Requiring survivors to meet restrictive conditions in order to receive services (e.g., the decision to seek a protection order or counseling is a choice that should be reserved to the victim, and should not be a precondition to services); and

¹ If an award is made, the recipient will also be subject to statutory prohibitions on discrimination. For further information on these civil rights requirements, see the section on "VAWA Non-Discrimination Provision" under "Post-Award Requirements" on page 26.

- Using technology without addressing implications for victim confidentiality, safety planning, and the need for informed consent. If applicants are proposing to use any technology (including, but not limited to, security systems, GPS, hotlines, and databases), they should explain how they plan to address any victim safety concerns that may arise from the use of the technology, such as confidentiality, safety planning, and informed consent.

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 Transitional Housing Assistance Program will not be considered for funding. The following activities are out of scope and will not be supported by Transitional Housing 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 2014 Solicitation Companion Guide at <http://www.ovw.usdoj.gov/docs/companion-guide-10-16-12.pdf>.)
- Sanctions Against Survivors
Participation by survivors in support services shall be **voluntary, and must not be made a condition for receiving transitional housing and/or rental assistance**. Survivors should not be ordered to attend therapy or other specific services or be penalized for choosing not to participate in the criminal justice system. **All activities specifying mandatory participation in support services will be considered out-of- scope.**
- Prevention Activities
Grant funds may not be used for addressing prevention activities (e.g., outreach to elementary and secondary schools, implementation of educational programs regarding domestic and dating violence intervention, and public awareness campaigns). Grantees are only permitted to engage in outreach activities to inform potential survivors about the availability of services.
- Family Violence
Grant funds may not be used to directly address child abuse, or other family violence issues such as violence perpetrated by a child against a parent, or violence perpetrated by a sibling against another sibling.
- Children
Applicants may not use grant funds to provide direct services to children, including children who witness domestic violence or are survivors of child abuse, except where such services are an ancillary part of providing services to the child's parent who is a victim of sexual assault, domestic violence, dating violence or stalking, such as providing child care services while the victim receives services.

In addition, the following activities can be supported only in limited circumstances:

- Legal Services
Grant funds for legal services will be limited to those legal services that are necessary to assist a victim of sexual assault, domestic violence, dating violence, and/or stalking to locate and secure permanent housing, and to integrate into a community, such as legal services regarding housing, protection orders, and limited immigration matters that may

affect a victim's ability to obtain housing (such as U-visas). Funds under this grant program may not be used for comprehensive, long-term legal assistance, such as divorce or child custody.

- Elder Abuse
Grant funds may be used to provide only transitional housing, rental assistance, and/or supportive services for survivors of intimate partner abuse, sexual assault, dating violence, and stalking committed against an individual age 50 or older. **All activities addressing elder neglect or elder caregiver abuse will be considered out of scope.**
(Note: Applicants who are interested in serving victims of elder neglect or elder caregiver abuse may wish to consider OVW's FY2014 Abuse of Women in Later Life Program funding opportunity which can be found at <http://www.ovw.usdoj.gov/docs/fy2014-abuse-in-later-life-solicitation.pdf>).
- Purchase and/or Lease of Vehicles
Grant funds may be considered for the purchase and/or lease of a vehicle by the grantee or its partner organization on a case-by-case basis. If an applicant is requesting funds for a vehicle, a lease/purchase analysis must be submitted with the application and included in the budget and budget narrative. Grant funds may not be used for the purchase and/or down payment of a vehicle for private ownership by a victim in a transitional housing program.

Unallowable Activities

The following is a list of activities that are unallowable and cannot be supported by Transitional Housing 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)
- Payment of mortgage, property taxes or other expenses that would prevent foreclosure or eviction

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.

Applicants must follow the registration process outlined below. **There is no fee associated with the registration process. Additionally, the registration process cannot be expedited.** OVW strongly discourages applicants from paying a third party to register on their behalf, or as an attempt to expedite the registration process. To ensure all applicants have ample time to complete the registration process, applicants must obtain a Data Universal Number System (DUNS)

Number, register online with the System for Award Management (SAM) and with GMS immediately, but no later than January 28, 2014.

Applicants must be registered and current with the SAM registration and with GMS prior to submitting an application. It is strongly recommended that applicants begin the registration process immediately, but no later than January 28, 2014 in order to ensure that the registration process is completed and any difficulties are resolved well in advance of the application deadline. **It is important that applicants do not wait until the day of the application deadline to begin the application submission process. To ensure a successful application submission, OVW strongly encourages applicants to submit their applications at least 48, but no less than 24, hours before 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 the Grants Management System (GMS) according to the instructions. Applicants are encouraged to submit their applications 48, but no less than 24, hours before the deadline to allow sufficient time to address technical problems. Applicants should ensure that 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 the applying organization already has an Employer Identification Number (EIN), the SAM registration will take **up to two weeks to process**. If the applying organization does not have an EIN, then **the applicant 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 the applying organization already has the necessary information on hand, the online registration takes approximately 30 minutes to complete, depending upon the size and complexity of the business or organization. Once the SAM registration becomes active, the applicant 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 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 the applicant's current GMS ID and password or register as a new user. Once the applicant has logged into GMS, they should select the program that they intend to apply for and follow the instructions. Training materials are available on the main GMS homepage.

Applicants without Internet Access

Applicants without Internet access, who cannot submit an application electronically, must contact **Sharon Elliott** at sharon.elliott@usdoj.gov or at 202.305.1662 no later than February 18, 2014 to request permission to submit an application by alternative means.

OVW Policy on Duplicate Applications

If an applicant submits multiple versions of an application, OVW will review the most recent version submitted.

Experiencing Unforeseen Technical Issues

As previously stated, applicants should begin the **registration process** immediately, but no less than January 28, 2014. Furthermore, the applicant should begin the **application submission process** 48, but no less than 24, hours prior to the application deadline. This will allow for sufficient time for the applicant to contact the appropriate individuals and take corrective action, as outlined in this solicitation, should unforeseen technical issues arise. If technical difficulties are experienced at any point during the application process, the applicant must contact **OVW GMS Support at 1-866-655-4482, Monday through Friday, 9:00 a.m. to 5:00 p.m. E.T., except closed for federal holidays.**

If an applicant experiences unforeseen technical issues that prevent them from submitting an application by the deadline, they must take the following actions:

- contact the Transitional Housing Assistance Program at 202.305.1662 or at sharon.elliott@usdoj.gov prior to the application deadline stating that they are experiencing unforeseen technical issues; and
- contact the technical support number above prior to deadline.

Within 24 hours after the deadline, the applicant must again contact the Transitional Housing Assistance Program at 202.305.1662 or sharon.elliott@usdoj.gov to request approval to submit the application. At that time, the applicant will be required to email the complete grant application and DUNS number, and provide a GMS Help Desk tracking number(s). After OVW reviews all of the information submitted and verifies the technical issues with the Helpdesk, OVW will contact the applicant to either approve or deny the request to submit a late application. If the technical issues cannot be verified, the application will be rejected as late.

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.

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 above, late submission may be considered. Extension of deadlines is not guaranteed.

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. OVW will not contact applicants for missing items.

Do not submit documents in addition to those specified in this solicitation. Please note that any materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.

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 20 pages for the Project Narrative
- Word processing documents must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).
- Headings and sub-headings that correspond to the sections identified in 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 all of the following components will be considered substantially incomplete and will not be considered for funding:

1. Summary Data Sheet
2. Project Narrative
3. Budget Detail Worksheet and Narrative
4. Memorandum of Understanding
5. Letter of Certification for Housing and Supportive Services (see page 6)
6. Proof of Non-profit Status, if applicable

Summary Data Sheet

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

- Name, title, address, phone number, and e-mail address for the Authorized Organization Representative (AOR) of the applicant agency (see page 23) for the definition of the AOR).
- Name, title, address, phone number, and e-mail address for the grant point-of-contact, who must be an employee of the applicant agency.
- Statement as to whether the organization applying will serve as a fiscal agent / sponsor for an organization or organizations that will ultimately implement the project. If so, the applicant must include a statement acknowledging that, should an award be made, it would be responsible for all statutory, fiscal and programmatic requirements, as well as all project deliverables. The organization applying for the award must also list all of the entities it will enter into agreements with to perform the work, and should include a description of how these entities intend to accomplish the purposes of the award if such a description is not already provided in a Memorandum of Understanding (MOU) submitted as part of the application.
- Statement as to whether the agency applying has expended \$500,000 in Federal funds in the organization's past fiscal year. Please specify the end date of the applicant's fiscal year.
- A list of other Federal grant programs from which the applicant organization currently receives funding or for which it has applied for funding in FY 2014 to do similar work.
- Statement as to whether the applicant is a nonprofit organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of that Code.
- Statement as to whether the applicant is a nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code.
- Statement as to whether the applicant is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure to establish a rebuttable presumption that its executives' compensation is reasonable. If the applicant is not a nonprofit organization or is a nonprofit that does not use the safe-harbor procedure, provide a statement to that effect. For additional information about the safe-harbor procedure, see "Disclosures Related to Executive Compensation" in the Additional Required Information section on page 23.
- The Transitional Housing Assistance Program Purpose areas addressed by this application (see page 8).
- Identification of MOU partners.
- Identification of partner(s) to be compensated with grant funds, if awarded.

- 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;
- Summary of Current and Recent OVW Projects
 - The following 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 that have a substantial amount of remaining funds at the time of application submission without adequate justification may not be considered for funding in FY 2014.

Project Narrative

The Project Narrative may not exceed 20 pages in length, double-spaced. The Project Narrative comprises the following 4 sections:

1. Purpose of Application

This section must include:

- A description of the service area and target population;
- A description of the problem to be addressed;
- If the applicant is applying for multiple OVW grants, a description of how this project complements the other projects without duplicating efforts;
- A statement of distinction between current services available within the community to address the needs identified and the gaps in services that currently exist to meet these needs;
- An explanation of how the proposed services and activities will meet the need that exists; and
- An explanation of how the proposed project complements the priorities included within the State's STOP Violence Against Women Implementation Plan. This is not required for applications from tribal governments or nonprofit organizations.

2. What Will Be Done

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.

- A description of the goals and objectives of the project, including a description of the specific tasks and activities necessary for accomplishing each;
- A statement of the expected outcomes of the project;
- A detailed timeline for all project activities (i.e., tasks and activities);
- A description of the applicant's method for determining victim eligibility (e.g., screening tools), services offered (including safety planning), facility rules and regulations, facility safety measures, and a fee schedule (if applicable); and
- A description of how your organization will address victim safety and autonomy in the project.

3. Who Will Implement the Project

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.

- A list of all key project personnel;
- A detailed description of the expertise of the lead organization **and** the relevant expertise of all key personnel who will be directly involved with the project; and
- A list of **all** MOU partners, including a description of the expertise of each project partner organization, a description of the respective roles and responsibilities of each partner organization in the implementation of the project, **and** the relevant expertise of all individual consultants who will be directly involved with the project.

Victim service organizations (applicants and/or MOU partners) should meet all of the following criteria:

- Provide services to survivors of sexual assault, domestic violence, dating violence, or stalking as one of their primary purposes and have a demonstrated history of effective work in this field;
- Address a demonstrated need in their communities by providing services that promote the dignity and self-sufficiency of survivors, improve their access to resources, and create options for survivors seeking safety from perpetrator violence; and
- Do not engage in or promote activities that compromise victim safety. OVW reserves the right to remove from funding consideration any application that includes activities that will compromise victim safety (see page 9).

4. How Underserved Culturally-Specific Populations Will Be Addressed

This section must include the information below. In doing so, the applicant must describe how it will provide services that are fully reflective of the populations in their service areas. This section should:

- Identify the demographics of the proposed service area, including any underserved culturally specific populations²;
- Describe the current availability of and gaps in culturally appropriate services to address the identified underserved population(s);
- Describe how the project will provide culturally-specific services to sexual assault, domestic violence, dating violence and stalking victims within the proposed project service area; and
- Describe how the provision of culturally appropriate services will be intrinsically linked to the rest of the Project as set forth in the Purpose of the Application, What Will Be Done, and Who Will Implement sections.

Proposal Abstract

The Proposal Abstract should provide a short and accurate summary (no more than 2 pages double-spaced) of the proposed project, including who will be involved with the proposed project, what will be done as primary activities, what products will be produced, the service area where the proposed project will take place and who will be impacted by the proposed project. Applicants should not summarize past accomplishments in this section. Additionally, applicants should limit their proposal abstract to no more than one page.

Budget Detail Worksheet and Narrative

All applicants 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

- The grant award period is 36 months. Budgets must reflect 36 months of project activity, and the total “estimated funding” (block 15) on the SF-424 must reflect 36 months.
- All applicants may apply for up to \$300,000 for a 36-month period.

Because funds are limited, applicants should carefully consider the resources needed to implement the project and present a realistic budget that accurately reflects the costs involved for a 36-month budget. Applicants should use the anticipated project start date of October 1, 2014.

Applicants may submit budgets up to \$300,000 for a 36 month period, not per year. Budgets should include personnel positions that are vital to the success of the program (e.g., advocates or case managers). All applicants may request funding for personnel positions up to 100% for the duration of project.

Budget Requirements

Applicants must submit reasonable budgets based on the resources needed to implement their projects in their specific geographic location. The budget should display a clear link between the specific project activities and the proposed budget items. Specifically, the budget should not

² To date, OVW has not issued a definitive list of underserved culturally specific populations, because we believe that these populations vary by state and community. In implementing the Culturally Specific Services Program, a discretionary OVW grant program that funds culturally specific services for underserved communities, OVW has funded organizations serving, among others, the African American, Latino/Hispanic, Native American/Alaska Native, Asian/Pacific Islander, Arab, Deaf and Hard of Hearing, Lesbian Gay Bisexual and Transgender (LGBT), and Orthodox Jewish communities.

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.

While OVW discretionary grant programs do not require matching funds, 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.

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/ovw-fgmq.pdf>.

- Include a budget narrative that supports and justifies all proposed costs and provides a clear link between specific project activities and proposed budget items;
- Include a budget that reflects all costs related to implementing the proposed project and provides calculations for all costs; and
- In developing the budget, **applicants should financially compensate at least one, if not 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, as mentioned above, for services rendered by project partners, including nonprofit, sexual assault and/or domestic violence victim services programs and state and tribal sexual assault and/or domestic violence coalitions. If a partner is a state or local government agency and the partnership duties are conducted within the course of the agency's "regular" scope of work, the applicant does 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.

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/ovw-fgmq.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, including MOU partner activities, 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 sub-grantee/partner spending and monitoring specific performance measures and outcomes attributable to the use of OVW funds.

Food and Beverage/Costs for Refreshments and Meals

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

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

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

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/ovw-fgmq.pdf>.

Training and Technical Assistance

All applicants are required to allocate funds in the amount of \$15,000 to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Applicants from Alaska, Hawaii, and United States

Territories should allocate \$20,000 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 Assessments

Applicants may not use any OVW funds to conduct research. However, up to three percent of the budget may be allocated for the purpose of assessing the effectiveness of funded activities. For example, funds may be used to conduct pre- and post-testing of training recipients or for victim satisfaction surveys. In conducting such testing or surveys, grantees may not collect, analyze or disseminate any information that would disclose the identity of an individual.

Accommodations and Language Access

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

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

Memorandum of Understanding (MOU)

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

The MOU must:

- Clearly identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;

- Clearly state the roles and responsibilities each partner will assume to ensure the success of the proposed project;
- Demonstrate the applicant's commitment to financially compensate, at least one if not 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;
- Specify the extent of each partner's participation in developing the application;
- Include relevant local government agencies participating in project development or implementation (e.g. social services, the courts, or housing authority);
- Identify other community agencies or organizations that will collaborate to implement the project;
- Identify the representatives of the planning and development team who will be responsible for developing and implementing project activities and describe how they will work together and with project staff;
- Demonstrate a commitment on the part of all project partners to work together to achieve stated project goals;
- Describe any changes in the collaboration, including an explanation or description of any new or additional partners that have been added;
- Indicate approval of the proposed project budget by all signing parties;
- Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, and training);
- Describe the history of providing housing assistance to survivors of sexual assault, domestic violence, dating violence, and/or stalking;
- Adequately demonstrate the correlation between the issue(s) to be addressed and the expertise of proposed organizations and key staff/positions;
- Indicate approval of the proposed project budget by all signing parties; and
- Include the signatures of the AORs of the applicant and all partnering agencies/organizations.

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

Applicants must develop a new MOU that reflects the continuation of project activities and include current dates and signatures from all relevant project partners.

Additional Required Information

The following documents should be included with your submission for review. Failure to include any of the information may result in the inability to access funds if your application is selected for funding. OVW will be unable to make an award to any nonprofit organization that does not submit a 501(c)(3) determination letter from the Internal Revenue Service.

Proof of 501(c)(3) Status (*Nonprofit Organizations Only*)

As noted under Eligible Entities, an entity that is eligible for the Transitional Housing Assistance Program based on its status as a nonprofit organization must be an organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of that Code. All such applicants are required to submit a determination letter from the Internal Revenue Service recognizing their tax-exempt status.

Disclosures Related to Executive Compensation

Any applicant that is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure for establishing a rebuttable presumption that its executives' compensation is reasonable, must provide the following: (1) a brief description of the process used for determining the compensation of its officers, directors, trustees, and key employees, including the independent persons involved in reviewing and approving such compensation (in lieu of a description, an applicant may submit its written compensation policy); (2) the comparability data used in establishing executive compensation; and (3) contemporaneous substantiation of the deliberation and decision regarding executive compensation. This third element can usually be addressed by submitting minutes from board meetings where compensation was considered and approved.

Applicants that want to learn about best practices for establishing compensation for their executives and the IRS's safe-harbor procedures can find more information through the National Council of Nonprofits, <http://www.councilofnonprofits.org/nonprofit-executive-compensation-policy>.

Confidentiality Notice Form

All applicants are required to acknowledge that they have received notice that grantees and sub-grantees must comply with the confidentiality and privacy requirements of the Violence Against Women Act, as amended. The acknowledgement form is available on the OVW website at <http://www.ovw.usdoj.gov/docs/conf-acknowledgement.pdf> and must be signed by the authorized representative and uploaded to the application on GMS.

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 AOR for the applicant agency. The AOR 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. All applicants must complete the *Disclosure of Lobbying Activities* (SF-LLL) form. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form. Applicants that do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.

Letter of Nonsupplanting

Applicants must submit a letter to OVW's Director, signed by the AOR, 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 applicants' 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. Additionally, the applicant may be required to submit their current year's audit report at a later time. 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 an applicant needs additional information on this requirement, they may go to <http://www.ovw.usdoj.gov/docs/ovw-fgmg.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.

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 subject to a programmatic review. 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 and not subject to appeal.

Review Process

If the Transitional Housing Assistance Program does not receive sufficient appropriation, OVW may subject all applications to a peer review process that is fair and based on the criteria outlined in this solicitation. In that case, OVW may utilize internal review, external review, or a combination of both.

Programmatic Review

All applications that are considered for funding will be subject to a programmatic review. The programmatic review consists of assessing for scope, activities that compromise victim safety and, if applicable, past performance. OVW reserves the right to deduct points for applications that propose the following:

- Activities that compromise victim safety and recovery (Up to 10 points)
- Out-of-scope activities (Up to 10 points)
- Past performance review (Up to 30 points)

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.

As a part of the programmatic review process described above, applicants with current or recent (closed within the calendar year) OVW awards and/or cooperative agreements will be reviewed for past performance based on the elements listed below.

- Progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the current project, indicating timely progress toward meeting project goals and objectives;
- Demonstration that past activities supported with OVW grant funds have been limited to program purpose areas;
- Adherence to all special conditions of existing grant award(s) from OVW;
- Adherence to programmatic and financial reporting requirements, including timely submission of required reports;
- Completion of close-out of prior awards in a timely manner;
- Appropriate utilization and active participation in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current or recent award;

- Receipt of financial clearances on all current or recent 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/ovw-fgmg.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 Requirements

Violence Against Women Act Non-Discrimination Provision

The Violence Against Women Reauthorization Act of 2013 added a new civil rights provision that applies to all FY 2014 OVW grants. This provision prohibits OVW grantees from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW. More guidance on this provision will be forthcoming and made available on the OVW website. Additional information on the civil rights obligations of OVW funding recipients can be found in the FY 2014 Solicitation Companion Guide under "Civil Rights Compliance."

Reporting Requirements

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

Information for All Federal 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 2014 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. OVW will not contact applicants for missing items. Additionally, if an applicant plans to submit an application under any other OVW grant program this fiscal year, please ensure that only documents pertinent to this solicitation are included with this application. OVW will not redirect documents that are inadvertently submitted with the wrong application (e.g. a Legal Assistance for Victims Certification Letter submitted with a Transitional Housing Program Application).

Application Document	Date Completed
1. Letter of Registration	
2. Summary of Current OVW Projects, If Applicable	
3. Summary Data Sheet	
4. Project Narrative	
5. Purpose of the Application	
6. What Will Be Done	
7. Who Will Implement	
8. How Underserved Culturally-Specific Populations Will Be Addressed	
9. Proposal Abstract	
10. Budget Detail Worksheet and Narrative	
11. MOU	
12. Application for Federal Assistance: SF 424	
13. Standard Assurances and Certifications	
14. Proof of 501(c)(3) Status (<i>Nonprofit Organizations Only</i>)	
15. Disclosures Related to Executive Compensation	
16. Confidentiality Notice Form	
17. Letter of Nonsupplanting	
18. Financial Accounting Practices	
19. Financial Capability Questionnaire (nonprofits only)	
20. Indirect Cost Rate Agreement (only if the applicant has a current Federally-approved rate)	
21. Letter of Certification for Housing and Supportive Services	

Do not submit documents in addition to those specified in this solicitation. Please note that any materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.

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/ovw-fgmg.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 nonprofit, or an institution of higher education). All sole-source procurements (those not awarded competitively) in excess of \$100,000 require prior approval from OVW. This applies to procurements of goods and services, but not to compensation for MOU project partners for time spent working on program objectives.

Rent

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

Audit Costs

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

Indirect Costs

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

Purchase and/or Lease of Vehicles

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

Compensation for Partners

In developing the budget, applicants should compensate all project partners for their participation in any project-related activities, including but not limited to, compensation for time and travel expenses to participate in project development, training, and implementation. The budget **must** include compensation for all services rendered by project partners, including nonprofit, nongovernmental domestic violence and/or sexual assault victim services programs and state and tribal domestic violence and/or sexual assault coalitions. If a partner is a State or local governmental agency and the partnership duties are conducted within the course of the agency's "regular" scope of work, applicants do not need to compensate the partner if the partner a) offers this arrangement; and b) an explanation of this arrangement is included in the application.

Non-Federal contributions

Applicants are encouraged to maximize the impact of federal dollars by contributing to the costs of their projects. Supplemental contributions may be cash, in-kind services, or a combination of both. Any non-federal contributions can be discussed in the project narrative or Memorandum of Understanding (if required). **Applicants should not include supplemental contributions in the budget, budget narrative, or SF-424.**

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

Budget Detail Worksheet

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

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

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

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
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, Worker's Compensation, and Unemployment Compensation.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Program Coordinator		
Employer's FICA	\$70,500 x 7.65%	\$ 5,393
Health Insurance	\$70,500 x 6.12%	\$ 4,315

Worker'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
Worker'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
Worker'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 per diem). 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.

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

\$12,000 of the required \$20,000 in OVW mandated technical assistance and training funds has been allocated to cover the cost of travel for staff of the tribe in accordance with program guidelines. The remaining amount of \$8,000 has been allocated for partner travel and can be found in Section G of this form. 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 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.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
(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.

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
Office Supplies (paper, printer, toner, 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.

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
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 \$650 per day or \$81.25 per hour require additional justification and prior approval from the Office on Violence Against Women.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
Consultant /Trainer	Sexual Assault Training	\$650/day x 3 days	\$ 1,950
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: \$ 37,950

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.).

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
OVW-Mandated Training and Technical Assistance	TBD	Airfare	\$550 (avg.) x 2 people x 4 trips	\$ 4,400
		Lodging	\$100 (avg.) x 3 nights x2 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:	<u>\$ 8,000</u>
Delivery of Sexual Assault Training	Tribe's Reservation	Airfare	\$500 (avg.) x 1 person x 1 trip	\$ 500
		Lodging	\$ 50 (avg.)/night x 2 nights	\$ 100
		Per diem	\$ 35 (avg.)/day x 3 days	\$ 105
			Subtotal Sexual Assault Training:	<u>\$ 705</u>

Subtotal Consultant Travel: \$ 8,705

\$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.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Cell Phone Service	\$ 75/month x 36 months	\$ 2,700
Equipment and Rental Lease	\$300/month x 36 months	\$10,800
Subtotal Contracts:		<u>\$ 13,500</u>

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.

Equipment to be rented and/or leased includes the copier and printer. The copier and printer costs are allocated based on historical usage

TOTAL CONTRACTS AND CONSULTANTS: \$ 60,155

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.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
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, dating violence, 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 reach 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.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
13.25% of Direct Salaries (Excluding Fringe Benefits)	\$212,700 x 13.25%	\$28,183

TOTAL INDIRECT COSTS: \$ 28,183

The Indirect Cost Rate Agreement was approved by the Department of the Interior, the applicant's cognizant Federal agency on January 1, 2013. (A copy of the fully executed, negotiated agreement is attached).

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	\$ 60,155
H. Other Costs	\$ 84,900
	Total Direct Costs \$412,811
I. Indirect Costs	\$ 28,183
	TOTAL PROJECT COSTS <u>\$ 440,994</u>
Federal Share Requested	\$ 440,994
Non-Federal (Match) Amount	\$ 0

APPENDIX B

Sample Letter of Registration

SAMPLE

[Applicant Letterhead]

[Date]

Director
Office on Violence Against Women
145 N Street NE
Suite 10W.121
Washington, DC 20530

Dear Director:

This letter serves to certify that [Insert Applicant Name] is registered and current with the System for Award Management (SAM). [Insert Applicant Name] registered/verified registration on [Insert Verification Date]. The SAM registration for [Insert Applicant Name] will expire on [Insert Expiration Date].

Sincerely,

[Authorized Organization Representative]

APPENDIX C

Disclosures Related to Executive Compensation

SAMPLE

Disclosures Related to Executive Compensation
Sample Cover Letter
[Applicant Letterhead]
[Date]

Director
Office on Violence Against Women
145 N Street, NE
Suite 10 W.
Washington, DC 20530

Dear Director:

The **[Applicant]** is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure for establishing a rebuttable presumption that our executives' compensation is reasonable. Therefore, I am submitting the following information to you, as required by the Violence Against Women Reauthorization Act of 2013:

(1) a brief description of the process used for determining the compensation of our officers, directors, trustees, and key employees, including the independent persons involved in reviewing and approving such compensation;

[or, if relevant]: (1) a copy of our written policy for determining the compensation of our officers, directors, trustees, and key employees, which includes the independent persons involved in reviewing and approving such compensation;]

(2) the comparability data used in establishing executive compensation; and

(3) contemporaneous substantiation of the deliberation and decision regarding executive compensation.

Sincerely,

[Applicant's Authorizing Official]

Attachments