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# **OVW Fiscal Year 2016 Transitional Housing Assistance Grants for Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking Solicitation**

## **Solicitation Release Date**

This solicitation was released on or about **December 21, 2015**.

## **Eligibility**

Eligible applicants are limited to states, units of local government, Indian tribes, and other organizations, including sexual assault and domestic violence victim service providers, sexual assault and domestic violence coalitions, other nonprofit, nongovernmental organizations, or community-based and culturally specific organizations, that have a documented history of effective work concerning sexual assault, domestic violence, dating violence, or stalking.

Applications that (1) propose prohibited activities, including mandatory services for victims, (2) propose any activities that may compromise victim safety, including background checks of victims or clinical evaluations to determine eligibility for services, or (3) do not reflect an understanding of the dynamics of sexual assault, domestic violence, dating violence, or stalking are not statutorily qualified for funding under this program.

(See "[Eligibility](#)")

## **Deadlines**

**Application: All applications are due by 11:59 p.m. Eastern Time (E.T.) on February 24, 2016.**

(See “[Submission Dates and Times](#)”)

**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 [Grants.gov](#) immediately, but no later than, **February 10, 2016.**

(See “[Registration](#)”)

**Letter of Registration:** Applicants are strongly encouraged to submit a letter of registration to [ovw.transitionalhousing@usdoj.gov](mailto:ovw.transitionalhousing@usdoj.gov) by **February 10, 2016.** This will ensure that applicants are well-positioned to successfully submit their applications 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 “[Letter of Registration](#)”)

**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 Sexual Assault, Domestic Violence, Dating Violence, and Stalking. Participation in these calls is optional. Interested applicants who do not participate are still eligible to apply.

(See “[Content and Form of Application Submission](#)”)

## Contact Information

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

In Fiscal Year 2016, OVW applications for the Transitional Housing Program will be submitted through [Grants.gov](#). For technical assistance with [Grants.gov](#), contact the [Grants.gov](#) Customer Support Hotline at 1-800-518-4726.

The [Grants.gov](#) number assigned to this announcement is OVW-2016-9007.

It is anticipated that all applicants will be notified of the outcome of their applications by **September 30, 2016.**

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. OVW tries to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on applicants. The estimated average time to complete and file this form is 30 hours. Comments regarding the accuracy of this estimate or suggestions for simplifying this form, it can be submitted to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street, NE, Washington, DC 20530.

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

## ***A. Program Description***

### **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, organizations that serve culturally specific and underserved communities, and others, OVW grants help provide victims across the life span 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 Sexual Assault, Domestic Violence, Dating Violence, and Stalking Program**

This program is authorized by 42 U.S.C. § 13975. The Transitional Housing Assistance Grants for Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking Program (Transitional Housing Assistance Grant Program) focuses on a holistic, victim-centered approach to providing transitional housing services that move survivors into permanent housing. Awards support programs that provide assistance to victims of sexual assault, domestic violence, dating violence, and/or stalking who are in need of transitional housing, short-term housing assistance, and related support services. Successful transitional housing programs provide a wide range of optional services that reflect the unique needs of victims and promote victim choice and autonomy. Transitional housing programs may offer support services, such as counseling, support groups, safety planning, advocacy, child care, employment services, transportation vouchers, and referrals to other agencies. Trained staff work with survivors to help them determine and reach their goals for permanent housing.

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

### **Program Scope**

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

## **Purpose Areas**

In FY 2016, funds under the Transitional Housing Assistance Grant Program may be used for programs that provide:

- 1) Transitional housing<sup>1</sup>, including funding for the operating expenses of newly developed or existing transitional housing;
- 2) Short-term housing assistance<sup>2</sup> 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) Support services<sup>3</sup> designed to enable a minor, an adult, or a dependent of such minor or adult, who is fleeing a situation of sexual assault, domestic violence, dating violence, and/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.

Per statute, transitional housing programs cannot mandate that recipients of housing services participate in support services as a condition of housing. Examples of such services include, but are not limited to, job training, life skills, group meetings, substance abuse counseling, or worship services.

## **Mandatory Program Requirements**

An applicant that fails to include these requirements in its application, and is chosen for funding, will be responsible for meeting the appropriate mandatory program requirements listed below during implementation of the project.

### 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 unit of local government 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.

Project partner compensation must be clearly identified in the budget and within the Memorandum of Understanding (MOU).

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<sup>1</sup>Transitional housing is temporary housing for victims of sexual assault, domestic violence, dating violence and stalking. Transitional housing is provided to help victims transition into permanent, affordable housing. Transitional housing is not in an emergency homeless shelter.

<sup>2</sup>Short-term housing assistance is defined as rental or utilities payment assistance provided for a period of 6-24 months.

<sup>3</sup>Support services are defined as comprehensive, voluntary services provided to recipients of transitional housing, i.e., counseling, childcare, transportation, life skills, educational and/or job training services.

### Policy Submission Requirement

Grant recipients will be required to submit their policies, procedures, and rules governing the provision of the transitional housing and related support services to OVW and the OVW-identified technical assistance provider for review and approval. Grant recipients are expected to work with the OVW-identified technical assistance provider(s) to develop or enhance rules, policies, and/or procedures.

### Recipients Eligibility Requirement

Grant recipients may only use transitional housing funds to support individuals eligible to receive services under this program. Those eligible to be served are victims and their children who are homeless or in need of transitional housing as a result of a situation of sexual assault, domestic violence, dating violence, or stalking, and for whom emergency shelter services or other crisis intervention services are unavailable or insufficient.

### **OVW Priority Areas**

In FY 2016 OVW is interested in supporting the priority areas identified below. Applications proposing activities in the following areas will be given special consideration during the review process.

### Coordinated Community Response

OVW believes that a Coordinated Community Response (CCR) is the best way to provide transitional housing services. Organizations that make up a strong CCR to address transitional housing needs of victims include victim service organizations, housing and homelessness organizations, and organizations that provide services to the underserved population(s) in the community. A CCR for transitional housing increases access to a wide array of services. Applicants involved with a CCR should describe efforts to include transitional housing as an issue addressed by the CCR.

### Serving Underserved Populations

OVW has determined that serving underserved populations<sup>4</sup> is a priority of the office. Therefore, all applicants must identify the underserved population(s) in the community and demonstrate how the proposed project will be responsive to the needs of the underserved population(s) in the community. The degree to which an applicant is responding to the needs of the underserved population(s) in the community will be assessed during peer review.

### **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:

1. 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;<sup>5</sup>

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<sup>4</sup>The term "underserved populations" means populations who face barriers in accessing and using victim services, and includes populations underserved because of geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age), and any other populations determined to be underserved by the Attorney General. See 42 U.S.C. § 13925(a)(39).

<sup>5</sup>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 "Violence Against Women Act Non-Discrimination Provision" under "F. Federal Award Administration Information".

2. Procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services;
3. Failing to conduct ongoing safety planning with transitional housing participants;
4. Policies and procedures that fail to account for the physical safety of victims;
5. Sponsoring alternative dispute resolution or joint counseling as a response to sexual assault, domestic violence, dating violence, and/or stalking;
6. Requiring survivors to seek legal sanctions against their abusers. The decision to seek a protection order or counseling is a choice that should be reserved for the victim and should not be a precondition for services;
7. Requiring survivors to meet restrictive conditions in order to receive services (e.g. background checks of victims; clinical evaluations to determine eligibility for services; etc.); and
8. 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 and therefore these activities will not be supported by Transitional Housing Program funding. 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 Grant Program will not be considered for funding.

1. Research projects (This does not include program assessments conducted only for internal improvement purposes. See section Research and Protection of Human Subjects in the FY 2014 Solicitation Companion Guide at <http://www.justice.gov/sites/default/files/ovw/legacy/2013/12/16/companion-guide-fy2014.pdf>).
2. Prevention Activities - Grant funds may not be used for prevention activities (e.g., outreach to elementary and secondary schools, implementation of educational programs regarding domestic and dating violence intervention, and public awareness campaigns). Outreach activities are limited to informing potential survivors about the availability of services.
3. 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 or neglect or exploitation. Grant funds may not be used for caregiver abuse of elders and other vulnerable adults.
4. Children – Grant funds may not be used 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.
5. Mandatory Participation in Services - Participation by survivors in all support services shall be voluntary, and must not be made a condition for receiving transitional housing.

Projects requiring participation in any support services, including case management, will be considered out-of-scope.

6. Activities that Compromise Victim Safety – Projects proposing activities that may compromise victim safety, including background checks of victims or clinical evaluations to determine eligibility for services, will be considered out-of-scope.

### **Unallowable Activities**

The following is a list of activities that are unallowable and cannot be supported by Transitional Housing Assistance Grant 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;
- Payment of bills/utilities in arrears; and
- Drug and/or alcohol testing.

### **Limited Use of Funds**

The following activities can be supported only in limited circumstances:

- Legal Services - Grant funds for legal services are limited to transitional housing program participants. Participants may receive limited legal services throughout program participation. The provision of limited legal services shall terminate upon participants entry into permanent housing. Legal services are limited to those that are necessary to enable a transitional housing program participant to locate and secure 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.
- Purchase and/or Lease of Vehicles - Grant funds may be considered for the purchase and/or lease of a vehicle by the grant recipient 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 the cost 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.

## ***B. Federal Award Information***

### **Availability of Funds**

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. There is no guarantee that funds will be available in the future. Therefore, OVV encourages applicants to develop a plan to sustain project activities if federal funding through the Transitional Housing Assistance Grant Program

ceases to be available. Also, please note that OVW may elect to make awards for applications submitted under this solicitation in future fiscal years, depending on the merits of the applications and on the availability of funding.

#### **Award Period**

The grant award period is 36 months. Budgets must reflect 36 months of project activity, and the total “estimated funding” on the SF-424 must reflect 36 months. Generally, the award period will start on October 1, 2016.

#### **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 Grant Program for FY 2016 will be made for up to \$350,000.

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.

The Transitional Housing Assistance Grant Program typically makes awards in the range of \$250,000 to \$350,000. OVW estimates that it will make up to 68 awards for an estimated total of \$20,000,000.

Awards will be made as “**grants.**”

#### **Types of Applicants**

In FY 2016, OVW will accept applications for the Transitional Housing Assistance Grant Program from the following:

**New:** applicants that have never received funding under the Transitional Housing Assistance Grant Program or that had previous funding which expired more than 12 months ago.

**Continuation:** applicants that have an existing or recently closed (within the last 12 months) award under the Transitional Housing Assistance Grant Program. Continuation funding is not guaranteed.

Grant recipients that received new or supplemental funding for 36 months in FY 2014 or FY 2015 are NOT eligible to apply.

### ***C. Eligibility Information***

#### **Eligible Applicants**

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.

**Eligible entities for this program are:**

1. States;
2. Units of local government;
3. Indian tribal governments or tribal organizations; and

4. Other organizations, including sexual assault and domestic violence victim service providers, sexual assault and domestic violence coalitions, other nonprofit, nongovernmental organizations, or community-based and culturally specific organizations, that have a documented history of effective work concerning sexual assault, domestic violence, dating violence, or stalking.

### **Qualified Applications**

To be qualified for funding under this program, applications must meet the following statutory definition of “qualified application:”

An application that—

- (1) has been submitted by an eligible applicant;
- (2) does not propose any activities that may compromise victim safety, including background checks of victims or clinical evaluations to determine eligibility for services;
- (3) reflects an understanding of the dynamics of domestic violence, dating violence, sexual assault, or stalking; and
- (4) does not propose prohibited activities, including mandatory services for victims.

### **Nonprofit Organization Requirements**

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 Grant Program.

### **Cost Sharing or Match Requirement**

This program has no matching or cost sharing requirement.

### **Other**

### **Program Eligibility Requirements**

In addition to meeting the eligible entity requirements outlined above, applications for the Transitional Housing Assistance Grant Program must also meet the requirements below. All certification and other eligibility related documents must be current and developed in accordance with the FY 2016 solicitation. An applicant’s failure to meet any of these requirements will result in the removal of the application from further funding consideration.

#### Housing Model Requirement

Grant recipients are required to discuss the type of housing model and rent structure that will be provided in the Project Narrative. There are a variety of housing models and rent structures being used by transitional housing programs across the country. Please see **Appendix F: Transitional Housing: Models & Rent Structures**.

#### Required Partnerships

Critical to the success of domestic violence transitional housing programs are collaborations fostered during the planning and implementation phases. Collaborations ensure a transitional housing program’s ability to provide a wide array of services to its program participants as they move toward permanent housing and economic stability. For example, a domestic violence transitional housing program need not have staff expertise in credit counseling if such a service exists in their community.

An application must include a victim service provider and at least one other organization, e.g. a housing provider, local homelessness coalition, or other social service provider serving low-income households, including community colleges, workforce centers, community action agencies and public assistance departments, etc.

An application from a tribe, state or unit of local government must include a victim service organization **and** housing provider.

Victim service providers should meet all of the following criteria:

- a. provide direct services to victims 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;
- b. address a demonstrated need in their communities by providing services that promote the dignity and self-sufficiency of victims, improve their access to resources, and create options for victims seeking safety from perpetrator violence; and
- c. does not engage in or promote activities that compromise victim safety.

All applicants must identify their respective partnerships as evidenced by the Memorandum of Understanding (MOU – see “Memorandum of Understanding” page 16).

Applicants are strongly encouraged to have a partnership with an organization(s) that represent the underserved population(s) within the applicant’s community.

#### Role of Victim Service Provider

When the victim service organization is a partner, they must play an active role in the development and implementation of the project. Applications must demonstrate that the victim service organization is significantly involved in the design of the project, development and review of all policies and procedures, and ensuring that staff and case managers working with transitional housing survivors are trained in working with victims of sexual assault, domestic violence, dating violence, and/or stalking.

An organization should demonstrate within the application a history of effective work serving victims of sexual assault, domestic violence, dating violence and/or stalking by showing the number of years the agency has provided direct victim and/or housing services, describing the services provided to victims, the qualifications or skills of staff assigned to the grant, and the training they have obtained and/or provided.

#### Transitional Housing and Support Services Requirements

Grant recipients must provide both transitional housing (purpose areas one or two) AND support services, (purpose area three). Transitional housing and support services may be provided by the grant recipient or by a project partner. OVW funds must be used to provide transitional housing, support services, or both. If OVW funds are only used to provide either transitional housing or support services, then the other services must be provided by a project partner and/or another funding source. The applicant must include this information on the [Summary Data Sheet](#).

Transitional housing/rental assistance and related support services must be provided for a minimum of six months and a maximum of 24 months. Victims may request a waiver for up to an additional six months of services if the victim has made a good faith effort to acquire permanent housing but has not been able to do so.

Support services under the Transitional Housing Assistance Grant Program may only be provided to individuals residing in a transitional housing unit or who are receiving short term housing assistance. Typical support services include, but are not limited to, counseling, childcare, transportation, life skills, educational and/or job training services.

The grant recipient must develop a plan to provide follow-up support services for a minimum of 3 months after a victim has secured permanent housing. Follow-up services should be limited to: advocacy, support groups, case management, and minimal financial assistance (e.g., security deposit, first month's rent, or childcare).

All support services provided to recipients of transitional housing either while in transitional housing or when establishing permanent housing must be comprehensive, voluntary services.

#### **Limit on Number of Application Submissions**

An applicant can only submit one application per organization. If an applicant submits multiple versions of the same application, OVW will review only the most recent system-validated version submitted.

### ***D. Application and Submission Information***

#### **Address to Request Application Package**

The complete application package is available on [Grants.gov](http://Grants.gov) or at the OVW website at <http://www.justice.gov/ovw>. Applicants wishing to request a paper copy of the application materials should contact [ovw.transitionalhousing@usdoj.gov](mailto:ovw.transitionalhousing@usdoj.gov).

#### **Content and Form of Application Submission**

##### **Letter of Registration**

Applicants intending to apply for FY 2016 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 System for Award Management (SAM) and with [Grants.gov](http://Grants.gov). The letter should be submitted to OVW, [ovw.transitionalhousing@usdoj.gov](mailto:ovw.transitionalhousing@usdoj.gov) by February 10, 2016. 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 two (2) Pre-Application Conference Calls. The Pre-Application Conference Call is open only to new and continuation applicants. During these calls, OVW staff will review the Transitional Housing Assistance Grant Program requirements, review the solicitation, and allow for a brief question and answer session. Participation in these calls is optional.

The conference calls are tentatively scheduled for:

1. **January 13, 2016 at 10:00 am E.T.** (new applicants)
2. **January 14, 2016 at 4:00 pm E.T.** (continuation applicants)

Anyone interested in submitting an application to the Transitional Housing Assistance Grant Program may register to participate in a pre-application call. The total number of participants for each call is limited to fifty (50) individuals. Please note: Registration is on a first-come-first-serve basis, and space is not guaranteed. Interested participants from the same agency/jurisdiction are strongly encouraged to participate together so that as many communities as possible can join the call. OVW reserves the right to deny multiple registrations from a single agency/jurisdiction. To register, please e-mail [ovw.transitionalhousing@usdoj.gov](mailto:ovw.transitionalhousing@usdoj.gov). Registration must be received at least two hours prior to the start of the call.

### **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:

1. Double spaced (Project Abstract, Summary Data Sheet and charts may be single space)
2. 8½ x 11 inch paper
3. One-inch margins
4. Type no smaller than 12 point, Times New Roman font
5. Page numbers
6. No more than 20 pages for the Project Narrative
7. Word documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).
8. Headings and sub-headings that correspond to the sections identified in this section of the solicitation.

### **Application Requirements**

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

1. Project Narrative
2. Budget Detail Worksheet and Narrative
3. Memorandum of Understanding

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

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

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

1. Name, title, address, phone number, and e-mail address for the Authorized Organization Representative (AOR) of the applicant agency.
2. Name, title, address, phone number, and e-mail address for the grant point-of-contact. This person must be an employee of the applicant agency.
3. Statement as to whether the organization applying will serve as a “pass through entity” (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, including those of 2 CFR Part 200, 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.

4. Statement as to whether the agency applying has expended \$750,000 in federal funds in the organization's past fiscal year. Please specify the end date of the applicant's fiscal year.
5. 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 2016 to do similar work. Please provide this information in a table using the format found in [APPENDIX E](#)
6. 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.
7. 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](#)" section.
8. Statement as to whether the applicant will:
  - A. provide both housing and support services with OVW Transitional Housing Assistance Grant Program funds; or
  - B. limit its use of OVW Transitional Housing Assistance Grant Program funds for either housing or support services (select one).

If B, applicant must specify the source of non-Transitional Housing Assistance Grant Program funds for the other purpose area AND confirm the availability of these funds for the duration of the award.

9. 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.
10. Summary of Current and Recent OVW Projects (if applicable).

If the applicant has a current grant or cooperative agreement under any OVW program, or an award that has been closed within the last 12 months from the date this solicitation closes, the information below must be provided in a table using the format found in [APPENDIX D](#). Failure to provide the required table will result in a loss of points.

The table must:

  - 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 2016.

### **Project Narrative (70 Points Total)**

The Project Narrative may not exceed 20 pages in length, double-spaced. The Project Narrative comprises the following 3 sections:

#### **Purpose of Application (20 points)**

This section must include:

1. Describe the problem to be addressed;
2. Describe the service area(s);
3. Describe service area demographics;
4. Describe current transitional housing and support services available to victims in the targeted service area(s);
5. Describe the target population which should also identify the underserved population, if applicable, in the service area(s);
6. Clearly state why existing programs and services do not meet the current transitional housing needs of victims;
7. Describe the services available to the identified underserved population, if applicable, (other than domestic violence and housing services);
8. Discuss inadequate and/or gaps in current services; and
9. Describe how funding would alleviate the problem.

#### **What Will Be Done (30 points)**

The applicant must provide a clear link between the proposed activities and the need identified in the "Purpose of the Application" section.

This section must:

1. Describe the project goals and objectives;
2. Provide a brief description of the scope of the project. Include the anticipated number of individuals to be served;
3. Describe in detail the specific tasks and activities necessary to accomplish each goal and objective;
4. Include a detailed timeline that identifies when the task and activities will be accomplished. Identify how these activities will meet the needs of the identified underserved population(s), if applicable;
5. Identify the type of transitional housing model to be used (see Appendix F). If not using an OVW housing model, please provide a clear description of the model used;

6. Describe the transitional housing that will be provided, including the estimated number of units, the type of housing, etc.;
7. Identify the support services to be offered. In doing so, the applicant must state how these services will meet the need of the identified underserved population(s);
8. Describe the method for determining victim eligibility (e.g., screening tools);
9. Describe facility rules and regulations, facility safety measures, and fee schedule (if applicable);
10. Discuss how your organization will address victim safety and autonomy in the project; and
11. Include a statement of expected outcomes of the project.

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

The applicant must identify the key individuals and organizations that 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.

This section must:

1. Identify each organization involved in the project. The organizations involved must reflect a direct relationship to the purpose of the application, including any identified underserved populations that will be served, and demonstrate that the partnership requirements have been met;
2. Identify all individuals (organization and position) involved with the project;
3. Identify the roles and responsibilities of each individual. The application must detail the capacity of each individual to achieve their assigned responsibility and the overall project goals; and
4. Describe the resources and skills each organization involved in the project will bring to the table.

### **Budget Detail Worksheet and Narrative (10 Points)**

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. Applicants may submit budgets up to \$350,000 for a 36 month period, not per year.

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, 2016.

#### **Budget Requirements**

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

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 DOJ Financial Guide.

This section must include:

1. A budget narrative that supports and justifies all proposed costs and provides a clear link between specific project activities and proposed budget items.
2. A budget that reflects all costs related to implementing the proposed project and provides calculations for all costs.
3. **Financial compensation of 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.
4. Personnel positions which are vital to the success of the program (e.g., advocates or case managers trained in working with victims of sexual assault, domestic violence, dating violence, and/or stalking).
5. Funds in the amount of \$15,000 to support travel costs associated with technical assistance and capacity-building activities. Applicants from Alaska, Hawaii, and United States Territories should allocate \$20,000 to account for higher travel costs.

#### 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.justice.gov/ovw/grantees>. Applicants should also be aware of the following specific restrictions on conference planning and expenditure limitations:

1. Cost of Logistical Conference Planning
2. Cost of Programmatic Conference Planning
3. Conference Space and Audio-Visual Equipment and Services
4. Prohibition on Trinkets at Conferences
5. Entertainment at Conferences
6. Food and Beverages at Conferences

7. Prior Approval Required Before Entering Into Contracts or Expending Funds for Conferences
8. 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.justice.gov/ovw/grantees>. For additional information regarding food and beverage regulations, please refer to the DOJ Financial Guide.

#### 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 project 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 grant recipients, 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

Recipients of OVW funds must comply with applicable federal civil rights laws, which, among other things, prohibit discrimination on the basis of disability and national origin. This includes taking reasonable steps to ensure that persons with limited English proficiency (LEP) have meaningful access to funded programs or activities. More information on these obligations is available in the OVW FY 2014 Solicitation Companion Guide.[\[make the title of the guide a link to it on the OVW website\]](#) Applicants may allocate grant funds to support activities that help to ensure individuals with disabilities, 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 the materials are accessible to persons with disabilities. Grant funds may be allocated for these purposes.

#### Pre-Agreement Cost Approval

Please be aware that costs incurred prior to the start date of the award may not be charged to the project unless the recipient receives prior approval from OVW. Please see the DOJ Financial Guide for more information on pre-award costs.

#### **Memorandum of Understanding (MOU) (15 Points Total)**

For purposes of this solicitation, 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) 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:

1. 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;
2. Clearly state the roles and responsibilities each partner will assume to ensure the success of the proposed project;
3. Describe the history of providing assistance to survivors of sexual assault, domestic violence, dating violence, and/or stalking;
4. Adequately demonstrate the capacity of the organization and key staff to achieve the goals of the proposed project;
5. Describe the applicant's financial commitment to at least one if not all, project partners for their participation in project-related activities, including, but not limited to, compensation for time and travel expenses to participate in project development, training, and implementation;
6. Specify the extent of each partner's participation in developing the application;
7. Demonstrate a commitment on the part of all project partners to work together to achieve stated project goals;
8. 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);
9. Indicate approval of the proposed project budget by all signing parties; and
10. Include the signatures of the AORs of the applicant and all partnering agencies/organizations, including title and agencies under their respective signatures.

Continuation applicants must submit a new MOU with the application. Describe any changes in the collaboration, including an explanation or description of any new or additional partners that have been added.

For new and continuation applicants, the application will be removed from consideration if the MOU is not a single document, is not current, or if signatures are missing for any of the project partners.

#### **Proposal Abstract**

The Proposal Abstract should provide a short and accurate summary (no more than two 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.

### **Additional Required Information**

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

### **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, <https://www.councilofnonprofits.org/tools-resources/executive-compensation>.

### **Confidentiality Notice Form**

All applicants are required to acknowledge that they have received notice that grant recipient and subgrantees 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.justice.gov/sites/default/files/ovw/pages/attachments/2015/01/20/confidentiality\\_acknowledgement\\_form\\_42015.pdf](http://www.justice.gov/sites/default/files/ovw/pages/attachments/2015/01/20/confidentiality_acknowledgement_form_42015.pdf) and must be signed by the authorized representative and uploaded to the application on [Grants.gov](http://Grants.gov)

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

Applicants must complete the SF-424 online. For "Type of Applicant," please do not select "other." Please pay careful attention to the amount of Federal funding requested in the "Estimated Funding" section of this form. This amount must match the amount of Federal funding requested in the budget section of the application package. Only include values for "Applicant" if the program solicitation requires a match. The individual who is listed in "Authorized Representative" 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.justice.gov/sites/default/files/ovw/legacy/2012/10/09/nonsup\\_letter.pdf](http://www.justice.gov/sites/default/files/ovw/legacy/2012/10/09/nonsup_letter.pdf) for a sample letter. This should be a separate attachment to the application in [Grants.gov](http://Grants.gov).

### **Financial Accounting Practices**

Each applicant must prepare a response to the following questions. OVW will review the applicant's responses to assist in evaluating the adequacy of the organization's financial management system and to identify areas of need for training and technical assistance. This section of your application should be no more than two pages and should be a separate attachment to the online application in [Grants.gov](http://Grants.gov).

1. 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? Please provide a brief description of the organization's policies and procedures that ensure funds will be tracked appropriately.
2. Does the applicant have written accounting policies and procedures? How often are these policies and procedures updated? Please provide a brief list of the topics covered in the organization's policies and procedures. OVW may request a copy for review during the application/award process or as part of the grant monitoring process.
3. Is the applicant's financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or sub-grant? Please provide a brief summary of the organization's process for tracking expenditures.
4. Does the applicant have procedures in place for minimizing the time between transfer of funds from the United States Treasury and disbursement for project activities? Please provide a short summary of the organization's policy for requesting payments for grant awards.
5. 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.
6. Does the applicant have a documented records retention policy? If so, briefly describe the policy.
7. Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, (2 CFR Part 200)? Please provide a short list of the individual's qualifications/experience. If the individual is not familiar with the applicable rules and regulations, the applicant must contact OVW's Grants Financial Management Division at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov) or 1-888-514-8556 immediately after the organization is notified of its award to coordinate training.

**Please note: This information will be used for a mandatory pre-award risk assessment. Failure to provide this information or to respond to questions from OVW regarding this information in a timely manner could result in the applicant being removed from consideration or a delay in funds.**

#### **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 must complete a Financial Capability Questionnaire, and submit it online. Additionally, applicants may be required to submit their current year's audit report at a later time. The form can be found at <http://www.justice.gov/ovw/how-apply>.

#### **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 rate agreement. Please include a copy of a current, signed Federally-approved indirect cost rate agreement. This should be a separate attachment to the application in [Grants.gov](http://Grants.gov).

Non-federal entities that have never received a federally-approved indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. This includes state and local governments that have never negotiated an indirect cost rate with the federal government and receive less than \$35 million in direct federal funding per year. Tribes that have never negotiated an indirect cost rate with the federal government may also use the 10% de minimis rate.

Organizations that wish to negotiate an indirect cost rate may contact OVW's Grants Financial Management Division at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov) or 1-888-514-8556 for more information.

#### **Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM)**

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 an applicant has completed the D&B registration, its DUNS Number should be available the next business day.

Federal guidelines require that applicant organizations must (1) be registered in SAM.gov prior to submitting an application; (2) provide a valid DUNS number in its application; and (3) continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application under consideration by a Federal awarding agency. Also, Federal agencies may not make an award to an applicant until that applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time that OVW is ready to make an award, then OVW may make the determination that the applicant is not qualified to receive an award and use that determination as a basis for making the award to another applicant.

The SAM centralizes information about grant recipients and also provides a central location for grant recipients to change organizational information. [Grants.gov](http://Grants.gov) uses SAM to establish roles and IDs for electronic grant applicants.

[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:

1. Obtain a DUNS number at the following website <http://www.dnb.com/us/> or call (866) 705-5711.
2. Access the SAM online registration through the SAM homepage at <https://www.sam.gov/portal/SAM/#1> and follow the online instructions for new SAM users.
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](http://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.**

**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 DUNS, register online with the SAM and with [Grants.gov](http://Grants.gov) immediately, but no later than **February 10, 2016**.

### **Submission Dates and Times**

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. 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.

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 24, 2016**. Applications submitted after **11:59 p.m. E.T. on February 24, 2016** will not be considered for funding. Applicants experiencing difficulties submitting an application should refer to the [Experiencing Unforeseeable Technical Issues](#) section 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. After application submission, Authorized Organization Representatives (AOR) should closely monitor their email for any notification from [Grants.gov](http://Grants.gov) about a possible failed submission. The AOR will receive a minimum of two emails from [Grants.gov](http://Grants.gov). One will confirm receipt of the application package. The other will either notify the AOR that

the application was successfully submitted, or it will notify the AOR that there was an error with the application submission.

Please note that the [Grants.gov](https://www.grants.gov) notification process is automatic. OVW does not send out these notifications, nor does OVW receive a copy of these notifications. It is the responsibility of the applicant to notify OVW of any problems with the application submission process. Please see “[Experiencing Unforeseeable Technical Issues](#)” for information on the steps applicants must follow if corrective action must be taken.

**Note:** For applicants without Internet access, who cannot submit an application electronically, please contact the transitional housing unit at 202-307-6026 no later than **February 10, 2016** to request permission to submit an application by alternative means.

### **OVW Policy on Duplicate Applications**

An applicant can only submit one application per program. If an applicant submits multiple versions of an application, OVW will review the most recent version submitted.

### **Experiencing Unforeseeable Technical Issues**

As previously stated, applicants should begin the **registration process** immediately, but no later than **February 10, 2016**. Furthermore, the applicant should begin the **application submission process** 48, but no less than 24, hours prior to the application deadline. This will allow sufficient time for the applicant to contact the appropriate individuals and take corrective action, as outlined in this solicitation, should unforeseeable technical issues arise. If technical difficulties are experienced at any point during the application process, the applicant must contact **the [Grants.gov](https://www.grants.gov) Customer Support Hotline at 1-800-518-4726, or [support@grants.gov](mailto:support@grants.gov), 24 hours a day, 7 days a week, except closed for Federal holidays.**

If an applicant experiences unforeseeable technical issues that prevent submission of an application by the deadline, the applicant must take the following actions:

1. Contact the Transitional Housing Assistance Grant Program at (202) 307-6026 or at [ovw.transitionalhousing@usdoj.gov](mailto:ovw.transitionalhousing@usdoj.gov) prior to the application deadline stating that the applicant is experiencing unforeseeable technical issues and provide a phone number and/or email address where the applicant can be reached; and
2. Contact the technical support number above prior to the application submission deadline.

**Within 24 hours after the deadline**, the applicant must again contact the Transitional Housing Assistance Grant Program at (202) 307-6026 or [ovw.transitionalhousing@usdoj.gov](mailto:ovw.transitionalhousing@usdoj.gov) to request permission to submit the application. At that time, the applicant will be required to email the complete grant application and DUNS number, and provide a [Grants.gov](https://www.grants.gov) Help Desk tracking number(s). After OVW reviews all of the information submitted and verifies the technical issues were unforeseeable with the Help Desk, OVW will contact the applicant to either approve or deny the request to submit a late application. If the technical issues cannot be verified as unforeseeable, 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](https://www.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 an applicant to provide advance notice to OVW if receipt of its application will be delayed due to a temporary lack of Internet access, unforeseeable technical issues, or geographic isolation. If an applicant does not provide advance notice to OVW about an issue that may cause a delay in the submission of its application, the application will not be considered for funding. If applicant follows the steps outlined above, OVW will consider the applicant's request for late submission. Extension of deadlines is not guaranteed and permission to submit a late application does not automatically result in an award. Late submission only allows an application to be considered for funding. If late submission is approved, the application will be reviewed for registration information and completeness and to ensure that the applicant meets the basic eligibility requirements (BMR) as defined in the solicitation. If the applicant meets BMR, the application will be subject to both peer review and programmatic review before any funding decision is made.

### **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 request should specify the nature of the disaster and how it affected the applicant's ability to submit an application on time. OVW may request additional documentation from the applicant verifying the extraordinary natural or manmade disaster.

### **Intergovernmental Review**

#### **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 program has been selected 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 the section of the SF 424 which refers to EO 12372. Applicants can find a list of SPOCs on the Office of Management and Budget website at [http://www.whitehouse.gov/omb/grants\\_spoc](http://www.whitehouse.gov/omb/grants_spoc).

### **Funding Restrictions**

Federal assistance awards are governed by the provisions of 2 CFR Part 200. Additionally, OVW awards are covered by the DOJ Financial Guide. The DOJ Financial Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document also outlines the successful administration of grant funds.

OVW generally does not allow pre-award costs. Such costs require prior approval by OVW and will only be allowed in limited circumstances.

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, guidelines, and the DOJ Financial Guide. Primary recipients will be responsible for oversight of subgrantee/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:

1. 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.
2. Not serving food will significantly lengthen the day or necessitate extending the meeting to achieve meeting outcomes.
3. A special presentation at a conference requires a plenary address where there is no other time for food to be obtained.
4. 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.

### Other Submission Requirements

As discussed in the "[Submission Dates and Times](#)" section above, applications must be submitted electronically via [Grants.gov](#). Applicants that are unable to submit electronically must follow the instructions on page 21 above.

### [Grants.Gov](#)

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

**Note: [Grants.gov](#) limits the use of specific characters in names of attachment files.** Valid file names include only the characters shown in the table below. [Grants.gov](#) is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below.

| Characters         | Special Characters                                                           |                  |                       |
|--------------------|------------------------------------------------------------------------------|------------------|-----------------------|
| Upper case (A – Z) | Parenthesis ( )                                                              | Curly braces { } | Square brackets [ ]   |
| Lower case (a – z) | Ampersand (&)                                                                | Tilde (~)        | Exclamation point (!) |
| Underscore ( _ )   | Comma ( , )                                                                  | Semicolon ( ; )  | Apostrophe ( ' )      |
| Hyphen ( - )       | At sign (@)                                                                  | Number sign (#)  | Dollar sign (\$)      |
| Space              | Percent sign (%)                                                             | Plus sign (+)    | Equal sign (=)        |
| Period (.)         | When using the ampersand (&) in XML, applicants must use the "&amp;" format. |                  |                       |

**OVW strongly suggests using simple titles for all documents, such as "FY 2016 OVW Project Narrative."** Please note that file names are limited to 50 characters. **GMS does not accept executable file types as application attachments.** These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip." Please visit the [Grants.gov](#) website to review the most up-to-date guidelines about the use of specific characters.

The E-Business Point of Contact (E-Biz POC) within the applicant's organization must register the organization with [Grants.gov](https://www.grants.gov). The E-Biz POC oversees the organization's [Grants.gov](https://www.grants.gov) transactions and assigns the AOR. The AOR submits the application to [Grants.gov](https://www.grants.gov) and must register with [Grants.gov](https://www.grants.gov) as well. In some cases the E-Biz POC is also the AOR for an organization.

1. *Step 1:* Go to [Grants.gov](https://www.grants.gov). Mouse over the “APPLICANTS” drop down and click the “Organization Registration Link”.
2. *Step 2:* Register with SAM
3. *Step 3:* [Username & Password](#)
4. *Step 4:* [AOR Authorization](#)
5. *Step 5:* [TRACK AOR STATUS](#)

**The application process can move forward once the organization successfully registers with [Grants.gov](https://www.grants.gov).**

#### *Downloading a Grant Application Package*

An applicant may download the application package to complete it offline and route it through the applying organization for review before final submission.

Applicants must use the correct version of Adobe software in order to download the grant application. To verify if the Adobe software version is compatible with [Grants.gov](https://www.grants.gov), visit the following link: <http://www.grants.gov/web/grants/support/technical-support/software/adobe-reader-compatibility.html>.

Instructions on how to open and use the forms in the package are on the application package cover sheet. Agency-specific instructions are available for download when the application package is downloaded. The instructions identify the required information for a complete application.

#### *Completing the Grant Application Package*

The applicant must manually save changes to the grant application. [Grants.gov](https://www.grants.gov) does NOT automatically save changes. The package cannot be submitted until all required fields have been completed.

#### *Submitting the Completed Grant Application Package*

Log on to [Grants.gov](https://www.grants.gov). After the application is fully completed, errors are corrected, and the application is saved, click the “Save & Submit” button on the cover page. The application package will be automatically uploaded to [Grants.gov](https://www.grants.gov).

**Reminder:** 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. AORs should closely monitor their email for any notification from [Grants.gov](https://www.grants.gov) about a possible failed submission. The AOR will receive a minimum of two emails from [Grants.gov](https://www.grants.gov). A confirmation screen will appear once the submission is complete. A [Grants.gov](https://www.grants.gov) tracking number will be provided at the bottom of this screen, as well as the official date and time of the submission. Applicants must record the tracking number if technical support is needed. The [Grants.gov](https://www.grants.gov) Help Desk can be reached at 1-800-518-4726, Monday through Friday, from 7:00 a.m. to 9:00 p.m. E.T.

## ***E. Application Review Information***

### **Criteria**

Applications will be subject to a peer review and a programmatic review. Applications will be scored based on the degree to which the application responds to each section and addresses each element in the section. Furthermore, applications will be scored based upon the quality of the response and the level of detail provided. Each element **must** be addressed in the section in which it is requested. Points may be deducted if the applicant does not include the information in the appropriate section even if it is included elsewhere within the application. Each section will be reviewed as a separate document and will be scored as such. Specifically for the Transitional Housing Assistance Grant Program, scoring will be as follows:

1. Summary data sheet: 5 points
2. Project narrative: 70 points, of which
  - A. Purpose of the project: 20 points
  - B. What will be done: 30 points
  - C. Who will implement: 20 points
3. Budget narrative and detail worksheet: 10 points
4. MOU: 15 points
5. Possible programmatic point deductions
  - A. Formatting and technical requirements: up to 5 points
  - B. Activities that compromise victim safety & recovery: up to 25 points
  - C. Out-of-scope activities: up to 25 points
  - D. Past performance review: up to 25 points

While cost sharing or match-funding are not required, in the case of a tie OVW may assess the extent and viability of cost sharing to break the tie, as well as other factors such as geographic distribution of funding.

### **Review and Selection Process**

#### **Peer Review**

OVW will subject all applications to a peer review process that is fair and based on the criteria outlined in this solicitation. OVW may use 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 the application for compliance with the program's scope, activities that compromise victim safety and, if applicable, past performance and priority review. OVW reserves the right to deduct points from applications for the following reasons:

- Formatting and technical requirements
- Activities that compromise victim safety and recovery
- Out-of-scope activities
- Past performance

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.

Additionally, an overall assessment on the quality of the proposed transitional housing project, its relevance to victims of sexual assault, domestic violence, dating violence, or stalking, and role of appropriate organizations and key personnel in implementing the project will be made. Applications that are not clearly demonstrating a project that is victim-centered and holistic for survivors may be removed from consideration.

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

1. 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
2. Demonstration that past activities supported with OVW grant funds have been limited to program purpose areas
3. Adherence to all special conditions of existing grant award(s) from OVW
4. Adherence to programmatic and financial reporting requirements, including timely submission of required reports
5. Completion of close-out of prior awards in a timely manner
6. Appropriate use of and active participation in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current or recent award
7. Receipt of financial clearances on all current or recent grants from OVW
8. Timely resolution of issues identified in any audit or on-site financial or programmatic monitoring visit
9. Adherence to the Office of Management and Budget single-audit requirement;
10. Timely expenditure of grant funds
11. Adherence to the requirements of the Department of Justice Financial Guide

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

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

### **High Risk Grantees**

Based on DOJ's assessment of each grant recipient 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 grant recipients 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.

### **Anticipated Announcement and Federal Award Dates**

It is anticipated that all applicants will be notified of the outcome of their applications by September 30, 2016.

## ***F. Federal Award Administration Information***

### **Federal Award Notice**

Successful applications will receive OVV award notifications electronically from the OJP Grants Management System. This award notification will be sent to the individuals listed as the Authorized Representative and the Point of Contact in GMS for the application that was selected for funding and will include instructions on accepting the award. Recipients will be required to login; accept any outstanding assurances and certifications on the award; designate financial points of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document and terms and conditions by the authorized representative and the scanning of the fully-executed award document to OVV.

### **Administrative and National Policy Requirements**

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

Applicants selected for awards must agree to comply with additional legal, administrative, and national policy requirements upon acceptance of an award. OVV 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 FY2014 OVV

Financial Grants Management Guide:

[http://www.justice.gov/sites/default/files/ovw/pages/attachments/2014/12/17/ovw\\_2014\\_fgmg\\_financial\\_1.pdf](http://www.justice.gov/sites/default/files/ovw/pages/attachments/2014/12/17/ovw_2014_fgmg_financial_1.pdf)

1. [Civil Rights Compliance](#)
2. Funding to Faith-Based Organizations
3. Confidentiality and Privacy Protections
4. Research and the Protection of Human Subjects (if applicable)
5. Anti-Lobbying Act
6. Reporting Requirements
7. National Environmental Policy Act (NEPA) (if applicable)
8. DOJ Information Technology Standards (if applicable)
9. Non-Supplanting of State or Local Funds
10. Criminal Penalty for False Statements
11. Reporting Fraud, Waste, Error, and Abuse
12. Suspension or Termination of Funding
13. Nonprofit Organizations
14. Government Performance and Results Act (GPRA)
15. Rights in Intellectual Property
16. Federal Funding Accountability and Transparency Act (FFATA) of 2006
17. Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
18. Active SAM Registration

Terms and conditions for OVV awards, including awards under the Transitional Housing Assistance Grant Program are available at <http://www.justice.gov/ovw/grantees>. These terms are subject to change prior to the issuance of the awards.

#### **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 2016 OVV grants. This provision prohibits OVV 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. For more information on this prohibition, see <http://www.justice.gov/sites/default/files/ovw/legacy/2014/06/20/fags-ngc-vawa.pdf>. 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."

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

Each OVW grantee agrees to follow the financial and administrative requirements in the DOJ Financial Guide 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's award may be frozen or terminated and the grantee may be denied continuation funding.

## **Reporting**

### **Reporting Requirements**

OVW grantees are required to submit semi-annual progress reports and quarterly Federal Financial Reports (SF 425). Appropriate progress report forms will be provided to all applicants selected for an award. Forms will be submitted electronically via GMS. Future awards and fund drawdowns may be withheld if forms are delinquent.

### **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. OVW tries to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on applicants. The estimated average time to complete and file this form is 30 hours. Comments regarding the accuracy of this estimate or suggestions for simplifying this form, it can be submitted to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street, NE, Washington, DC 20530.

## ***G. Federal Awarding Agency Contact(s)***

For assistance with the requirements of this solicitation, contact the OVW Transitional Housing Assistance Grant Program Unit at (202) 307-6026 or [ovw.transitionalhousing@usdoj.gov](mailto:ovw.transitionalhousing@usdoj.gov).

For technical assistance with [Grants.gov](http://Grants.gov), contact the [Grants.gov](http://Grants.gov) Customer Support Hotline at 1-800-518-4726.

## ***H. Other Information***

### **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. Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program Certification Letter submitted with a Transitional Housing Program Application will not be transferred to the Arrest Program application).

| <b>Application Document</b>                                                                    | <b>Date Completed</b> |
|------------------------------------------------------------------------------------------------|-----------------------|
| 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. Proposal Abstract                                                                           |                       |
| 9. Budget Detail Worksheet and Narrative                                                       |                       |
| 10. Memorandum of Understanding/Memorandum of Agreement, Etc.                                  |                       |
| 11. Application for Federal Assistance: SF 424                                                 |                       |
| 12. Standard Assurances and Certifications                                                     |                       |
| 13. Disclosures Related to Executive Compensation                                              |                       |
| 14. Confidentiality Notice Form                                                                |                       |
| 15. Letter of Nonsupplanting                                                                   |                       |
| 16. Financial Accounting Practices                                                             |                       |
| 17. Financial Capability Questionnaire (nonprofits only)                                       |                       |
| 18. Indirect Cost Rate Agreement (only if the applicant has a current Federally-approved rate) |                       |

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 DOJ Financial Guide.*

### 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 2 CFR Part 200.317-326. All sole-source procurements (those not awarded competitively) in excess of \$150,000 require prior approval from OVW. This applies to procurements of goods and services, but not to selection of sub recipients. MOU project partners are generally considered subrecipients for time spent working on program objectives. For additional information on determining whether the recipient of the pass-through funds is a subrecipient or a contractor, please refer to 2 CFR Part 200.330.

### 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 or 2 CFR Part 200 Subpart F – Audit Requirement are unallowable. If the applicant agency did not meet the applicable expenditure threshold 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.

Non-federal entities that have never received a federally-approved indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used

indefinitely. This includes state and local governments that have never negotiated an indirect cost.

#### Purchase and/or Lease of Vehicles

The purchase and/or lease of vehicles are 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. Keep in mind that partners are generally considered subrecipients and should be reimbursed for actual costs incurred for the project rather than on a fee for service basis. 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

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. Grant recipients 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<br>Training and<br>Technical<br>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<br>(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>        |
|----------------------------|----------------------------|--------------------|
| <b>TOTAL CONSTRUCTION:</b> |                            | <b><u>\$ 0</u></b> |

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

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$650 per day 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    |
|                                                |                     | <b>Subtotal OVW-Mandated Training:</b>   |                                             |             |
| 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      |
|                                                |                     | <b>Subtotal Sexual Assault Training:</b> |                                             |             |

**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 \$150,000.

| <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                |
| <b>Subtotal Contracts:</b> |                         | <b><u>\$ 13,500</u></b> |

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    |



**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, 2015. (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.

| <b>Budget Category</b>       | <b>Amount</b>                       |
|------------------------------|-------------------------------------|
| A. Personnel                 | \$212,700                           |
| B. Fringe Benefits           | \$ 32,481                           |
| C. Travel                    | \$ 12,000                           |
| D. Equipment                 | \$ 1,500                            |
| E. Supplies                  | \$ 9,075                            |
| F. Construction              | \$ 0                                |
| G. Consultants and Contracts | \$ 60,155                           |
| H. Other Costs               | \$ 84,900                           |
|                              | <b>Total Direct Costs \$412,811</b> |
| I. Indirect Costs            | \$ 28,183                           |

**TOTAL PROJECT COSTS    \$ 440,994**

|                            |            |
|----------------------------|------------|
| Federal Share Requested    | \$ 440,994 |
| Non-Federal (Match) Amount | \$ 0       |

## ***APPENDIX B***

### **Sample Letter of Registration**

**[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) under DUNS number [insert DUNS number]. [Insert Applicant Name] registered/verified registration on [Insert Verification Date]. The SAM registration for [Insert Applicant Name] will expire on [Insert Expiration Date].

**First Time [Grants.gov](https://www.grants.gov) Users ONLY** - I understand that in order to submit an application for the FY 2016 [Insert Grant Program Name], [Insert Applicant Name] must be registered with [Grants.gov](https://www.grants.gov). I certify that [Insert Organization Name] began the registration process with [Grants.gov](https://www.grants.gov) on [Insert Registration Date].

**OR**

**Repeat [Grants.gov](https://www.grants.gov) Users ONLY** – I understand that upon application submission in [Grants.gov](https://www.grants.gov) the Authorized Organization Representative (AOR) will receive a minimum of two email messages. One will confirm receipt of the application package. The other will either notify the AOR that the application was successfully submitted, or it will notify the AOR that there was an error with the application submission. In order to successfully receive notifications from [Grants.gov](https://www.grants.gov), all information listed in [Grants.gov](https://www.grants.gov) must be current and active. [Insert Applicant Name] verified that all information listed in [Grants.gov](https://www.grants.gov) (Name and contact information for the AOR, organization address, etc.) is current and active on [Insert Date].

Sincerely,

[Authorized Organization Representative]

## ***APPENDIX C***

### **Disclosures Related to Executive Compensation**

**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

## **APPENDIX D**

### **Summary of Current and Recent OVW Projects**

### Summary of Current and Recent OVW Projects

| Applicant Name                                                       |                |            |               |                                                                                                                                                                                                                                                                                                                               |                                                             |                             |                                                                                                            |                                   |
|----------------------------------------------------------------------|----------------|------------|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|-----------------------------|------------------------------------------------------------------------------------------------------------|-----------------------------------|
| Service Area:<br>Size of Service Area:<br>Size of Target Population: |                |            |               |                                                                                                                                                                                                                                                                                                                               |                                                             |                             |                                                                                                            |                                   |
| Award Number                                                         | Award End Date | Program    | Award Amount  | Amount Remaining                                                                                                                                                                                                                                                                                                              | Extension Needed?                                           | Extension Needed: Timeframe | Grant-Individual(s) and Job Title(s)                                                                       | Justification for Remaining Funds |
| 2012-XX-XX-XXXX                                                      | 7/31/2015      | 2014 CLSSP | \$300,000     | <b>TOTAL: \$250,000</b><br>A. Personnel: <u>\$200,000</u><br>B. Fringe: <u>\$50,000</u><br>C. Travel: <u>\$0</u><br>D. Equipment: <u>\$0</u><br>E. Supplies: <u>\$0</u><br>F. Construction: <u>\$0</u><br>G. Consultants and Contracts: <u>\$0</u><br>H. Other Costs: <u>\$0</u><br>I. Indirect Costs: <u>\$0</u>             | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                             | 2FT DV/SA Advocates: John Doe and Jane Doe                                                                 |                                   |
| 2013-XX-XX-XXXX                                                      | 12/31/2014     | 2011 CTAS  | \$932,000     | <b>TOTAL: \$467,850</b><br>A. Personnel: <u>\$250,000</u><br>B. Fringe: <u>\$100,000</u><br>C. Travel: <u>\$0</u><br>D. Equipment: <u>\$0</u><br>E. Supplies: <u>\$0</u><br>F. Construction: <u>\$0</u><br>G. Consultants and Contracts: <u>\$100,000</u><br>H. Other Costs: <u>\$0</u><br>I. Indirect Costs: <u>\$17,850</u> | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                             | 1FT DV Advocate (Anne Tyler); 2FT Shelter Advocates (Jane Doe and Jane Doe); 1FT Victim Liaison (John Doe) |                                   |
|                                                                      |                |            | <b>TOTAL:</b> | <b>TOTAL:</b>                                                                                                                                                                                                                                                                                                                 |                                                             |                             |                                                                                                            |                                   |
|                                                                      |                |            | \$1,232,000   | \$717,850                                                                                                                                                                                                                                                                                                                     |                                                             |                             |                                                                                                            |                                   |

## ***APPENDIX E***

### **Summary of Current and Pending Non-OVW Grants to do the Same or Similar Work**

**Summary of Current and Pending Non-OVW  
Federal Grants to do the Same or Similar Work**

| [Applicant Name]        |                               |         |                |                        |                                                                                                                                                                                                                                                                                                                        |                                                                                                           |                                                                                |
|-------------------------|-------------------------------|---------|----------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| Current Awards          |                               |         |                |                        |                                                                                                                                                                                                                                                                                                                        |                                                                                                           |                                                                                |
| Service Area:           |                               |         |                |                        |                                                                                                                                                                                                                                                                                                                        |                                                                                                           |                                                                                |
| Federal Awarding Agency | Award Number                  | Program | Award End Date | Award Amount           | Amount Remaining                                                                                                                                                                                                                                                                                                       | Grant-Individual(s), Job Title(s), and Percentages                                                        | Please describe how this project differs from the application for OVW funding. |
| OJP                     | XXX-XXX-XXXX                  | OVC     | 9/30/2017      | \$300,000              | <b>TOTAL: \$250,000</b><br>A. Personnel: <u>\$200,000</u><br>B. Fringe: <u>\$50,000</u><br>C. Travel: <u>\$0</u><br>D. Equipment: <u>\$0</u><br>E. Supplies: <u>\$0</u><br>F. Construction: <u>\$0</u><br>G. Consultants and Contracts: <u>\$0</u><br>H. Other Costs: <u>\$0</u><br>I. Indirect Costs: <u>\$0</u>      | 2FT DV/SA Advocates: John Doe (25%) and Jane Doe (35%)                                                    | [Insert description.]                                                          |
| Pending Applications    |                               |         |                |                        |                                                                                                                                                                                                                                                                                                                        |                                                                                                           |                                                                                |
| Service Area:           |                               |         |                |                        |                                                                                                                                                                                                                                                                                                                        |                                                                                                           |                                                                                |
| Federal Awarding Agency | Application Number (if known) | Program | Project Period | Total Requested Amount | Amount Requested                                                                                                                                                                                                                                                                                                       | Grant-Individual(s), Job Title(s), and Percentages                                                        | Please describe how this project differs from the application for OVW funding. |
| COPS                    | XXX-XXX-XXXX                  | CAMP    | 36 months      | \$300,000              | <b>TOTAL: \$300,000</b><br>A. Personnel: <u>\$200,000</u><br>B. Fringe: <u>\$50,000</u><br>C. Travel: <u>\$0</u><br>D. Equipment: <u>\$0</u><br>E. Supplies: <u>\$50,000</u><br>F. Construction: <u>\$0</u><br>G. Consultants and Contracts: <u>\$0</u><br>H. Other Costs: <u>\$0</u><br>I. Indirect Costs: <u>\$0</u> | 1FT DV Advocate: Janet Doe (20%); 1FT Shelter Advocate: Jay Doe (10%); 1FT Victim Liaison: John Doe (50%) | [Insert description.]                                                          |

## ***APPENDIX F***

### **Transitional Housing: Models & Rent Structures**

## **Transitional Housing Models & Rent Structures**

Transitional Housing is often a critical service for survivors of violence, allowing them to escape an abusive partner safely. There are a variety of housing models and rent structures being used by transitional housing programs across the country. This document highlights the three most common transitional housing models being used by the Office on Violence Against Women's (OVW) Transitional Housing Grant program grantees. Additionally, there are a variety of rent structures that are being used by these programs which are noted here as well. There is no one correct way to structure your transitional housing model or rent process. These things will vary based on your programs mission, the way in which you are funded, and the population of survivors you are serving. Below is a list of the various housing models that exist and some of the pros and cons.

### **Transitional Housing Models**

#### **Scattered Site**

- Survivors live in an apartment in the community in a full market rent unit.
- Survivor holds lease in their own name.
  - On rare occasions the program holds the lease and subleases to survivor.
- Program is not in the role of the landlord (Unless subleasing to survivor).
- Increasingly the most common model. This model allows for the survivor to possibly remain in the unit once the financial assistance has ended therefore eliminating the need to relocate again.

#### **Clustered Site**

- Program owns building with units or rents a group of apartments in a common location.
- Program is landlord and service provider.
- Survivor lives in program building or one of the program rented units for a specific period of time while they find more permanent housing.

#### **Communal Living**

- Similar to shelter design. May have separate/private bedrooms but share common space such as living room, dining room, kitchen, etc.
- Least common of the 3 models used.

It is important that communal living models for anyone that will be served with OVW Transitional Housing funds be sufficiently separate from any other communal housing offered by the grant recipient to allow for separate and distinct policies governing each type of housing. For example, the transitional housing units could be on a specific floor or section within a building or in a separate building on the same property.

*\*Transitional Housing is not an extended shelter stay.* Federal guidelines for programs receiving grants from the Office on Violence Against Women (OVW) state that transitional housing is not intended to be an extended shelter stay and must be offered for a minimum of 6 months. Regardless of the model used, transitional housing programs should be providing a longer-term housing option for survivors while helping them to obtain and maintain permanent housing.

## Transitional Housing Rent Structures

### Subsidized

- Survivor enters into lease. Program provides a portion of rent, as rental assistance, paid directly to the landlord.

### Rent and Sublet

- Lease is in program's name and program is responsible for payment of the rent. Program creates sub-lease or rental agreement for survivor and survivor pays a portion of the total cost of rent to the program.

### Own

- Program owned and operated. Program creates sub-lease or rental agreement for survivor and survivor pays a portion of the total cost of rent to the program.
  - *Note – If you are implementing your transitional housing program with OVW Transitional Housing grant funds, rent collected from survivors must not be used as program income. Any rent collected from survivors in this structure must be put back into the transitional housing program and be used to provide assistance to survivors.*

\*As a best practice, it is recommended that in all rent structures mentioned that survivors never be required to pay more than 30% of their income in rent.\*

## Pros and Cons to Housing Models and Rent Structures

### Subsidize

- Pros:
  - Program is not responsible for unit. Allows the program to instead focus on being a service provider and ally.
  - Survivor may be able to remain in the unit once the financial assistance has ended therefore eliminating the need to relocate again.
- Cons:
  - Not all survivors are eligible for a lease. (For example; undocumented survivors, survivors with low to no income and/or survivors with poor or no credit).
  - Not ideal for survivors who prefer a more support transitional environment since there is typically no staff on hand in a scattered site model.

### Rent and Sublet

- Pros:
  - Program can increase access for survivors otherwise not eligible for a lease by holding the lease in the programs name.
- Cons:
  - Program is responsible for unit and must act as landlord as well as service provider. \*It is a recommended best practice that programs using this model designate separate staff to perform duties related to managing the property and collection of rent (Landlord role) and staff to provide support and advocacy services. By doing this, programs maximize the ability for staff to provide trauma informed services.

### Own

- Pros:
  - Program is in control of all aspects of housing and can create a housing program with minimal barriers for survivors.

- Cons:
  - o Program is responsible for all maintenance, upkeep, and repairs. Program acts as landlord as well as service provider.