U.S. Department of Justice
Office on Violence Against Women

OVW FY 2009
Technical Assistance Program
Application Guidelines

Invitation Only

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Overview

About the Office on Violence Against Women
The Office on Violence Against Women (OVW) is a component of the United States Department of Justice. Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership against domestic violence, dating violence, sexual assault, and stalking. Since its inception, OVW has launched a multifaceted approach to responding to these crimes. By forging state, local and tribal partnerships among police, prosecutors, the judiciary, victim advocates, health care providers, faith leaders, and others, OVW grants help provide victims with the protection and services they need to pursue safe and healthy lives and enable communities to hold offenders accountable.

About the OVW Technical Assistance Program
Since 1995, OVW's Technical Assistance Program (TA Program) has provided OVW grantees with the training, expertise, and problem-solving strategies they need to meet the challenges of addressing domestic violence, sexual assault, dating violence, and stalking. OVW's technical assistance projects have offered educational opportunities, conferences, peer-to-peer consultations, site visits, and tailored assistance that has allowed OVW grantees and others to learn from experts and one another about how to effectively respond to crimes of violence against women.

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

The primary purpose of the OVW TA Program is to provide direct assistance to grantees and subgrantees to enhance the success of local projects they are implementing with VAWA grant funds. In addition, OVW is focused on building the capacity of criminal justice and victim services organizations to respond effectively to sexual assault, domestic violence, dating violence, and stalking and to foster partnerships between organizations that have not traditionally worked together to address violence against women.

Fiscal Year 2009
For FY 2009, OVW has prioritized technical assistance on the core competencies needed to effectively respond to domestic violence, sexual assault, dating violence and stalking. In order to support strong projects that provide support to grantees on these core competencies with limited funding, OVW will not release an open technical assistance (TA) solicitation at this time. TA projects will be considered by invitation only

based on the needs of OVW grantees and subgrantees. Those projects that have been selected to apply for FY 2009 TA funding have been contacted by an OVW representative, and the OVW representative has identified the scope of the project to be funded, the amount of funding available for the project and the length of the project to be supported.

Application Due Date

Applications may be submitted at any time, but must be submitted by March 1, 2009. FY 2009 applications will be accepted only through the U.S. Department of Justice's Office of Justice Programs (OJP) Online Grant Management System (GMS). Applicants must register online with GMS at least two weeks prior to submitting their application.

How to Apply

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

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

OVW Grantees with Existing GMS User ID's
Applicants will need to type the following address (https://grants.ojp.usdoj.gov/) into the address bar of the internet browser.   Applicants will need to click on the "GMS Sign-In" button at the bottom-center of the screen. The "Applicant Sign In" screen should appear where the user must enter their User Id and Password in their respective boxes. If the user has forgotten their password they may click on the "Forgotten your password?" which will initiate a pop-up box where applicants may enter their "User Id", select their "Secret Question", enter their "Secret Answer" and click the "Submit" button. An email notification will be sent to the "Point of Contact" providing them with a temporary password. If they are unable to answer this information they may get further assistance by calling the GMS helpdesk at 1-888-549-9901 Opt. 3.

New Applicants without User ID's
Applicants will need to type the following address (https://grants.ojp.usdoj.gov/) into the address bar of their internet browser. Applicant will first need to create a GMS account by clicking on the "New User? Register Here" button located at the bottom-center of the

screen. On the next screen, the applicant must click "I am registering as an applicant for a grant" and click the "Submit" button. On the "Registration Information" page, the applicant will need to fill out all required information denoted by a red asterisk. Upon filling out this information the applicant will need to click the "Create Account" button. If successful, the applicant will be signed into GMS and will begin the application process.

Applying on GMS
Once the applicant has successfully signed into the GMS they will begin by clicking the "Funding Opportunities" link located on the left side of the screen. On the "Funding Opportunities" screen the applicant will be able to search for the solicitations for several program offices. To search for the Office on Violence Against Women grants, the applicant must highlight "Office on Violence Against Women" from the list of Program Offices available and click the "Search" button. All open solicitations for OVW will appear and the applicant must click "Apply Online" for the FY 2009 OVW Technical Assistance solicitation. The applicant must fill out several sections, entering all required information designated by a red asterisk. Upon completing the application, the applicant must click the "**Submit**" button to submit their full and complete application for review by OVW. For assistance applying on-line, please call 866-655-4482.

Application Content

Applicants must complete each of the following sections as part of their applications.

Applicants must use the following page format requirements:
- Double spaced
- 8 ½ x 11 inch paper
- One inch margins
- Type no smaller than 12 point, Times New Roman font

DUNS Number
A Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. **The DUNS number will be entered into GMS by the applicant.** An application will not be considered complete until a valid DUNS number is provided by the applicant. Individual persons who receive a grant or cooperative agreement from the Federal government are exempt from this requirement.

Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 1-800-333-0505. If you have any questions about the DUNS number requirement, please contact the Office of Justice Programs Office of the Comptroller's Customer Service Center at 1-800-458-0786.

Application for Federal Assistance (SF-424)
The SF-424 will be filled out online through GMS. The Catalog of Federal Domestic Assistance number for this program is 16.526 (block 10). The cognizant Federal audit

agency and fiscal year of the applicant organization should be listed in block 11 of the form.

Applicants must ensure that the information for the authorizing official and alternate contact is filled out correctly. The authorizing official is the individual authorized to accept grant funds on behalf of the jurisdiction or non-governmental private entity applying. If the individual applying online is not the authorizing official, that individual must list the authorizing official's name and contact information where appropriate.

Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)
Review the assurances and certification forms. To successfully submit an application, applicants must agree to all of these assurances and certifications without exception. Agreement to these assurances and certifications will be assumed upon receipt of an application received through GMS.

Letter of Nonsupplanting
Applicants must submit a letter to OVW's Director, certifying that Federal funds will not be used to supplant State or local funds should an award be made. Please refer to http://www.ovw.usdoj.gov/applicants.htm for a sample letter.

Status of the Current Project (no more than 2 pages)

This section should list all activities that will take place during the designated time period. Applicants should receive guidance on the parameters of project activities from their OVW Program Specialist or other OVW representative. The narrative should identify all project partners, including their role in the project; state the goals and objectives of the project; outline the specific tasks that will be undertaken to accomplish the project goals and objectives; and provide a time line for completion of the activities. Applicants should also include any products that will be developed through this award.

The Status of the Current Project and the Project Narrative will be submitted as an attachment in GMS.

Budget and Budget Narrative
Each application must include a detailed budget and budget narrative for the project. This will be submitted as an attachment in Grants.gov. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should

provide the basis for the computation of all project-related costs. It should cover the cost of all components of the project. There must be a clear link between the proposed activities and the proposed budget items. The budget should include only those activities, products, and resources that are necessary for project implementation and discussed in the project narrative.

In developing the budget, applicants should fairly compensate all project partners for their participation in any project-related activities, including but not limited to compensation for time and travel expenses to attend or provide 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.

Budget Requirements
The following is a short list of budgetary guidelines:

* Applicants are strongly discouraged from requesting consultant rates in excess of $450 per day.

* Applicants **may not** allocate any funds for building renovations. This includes such seemingly minor activities as painting or carpeting.

* A contribution of non-Federal dollars ("match") is not required for this program, but applicants are encouraged to maximize the impact of Federal dollars by contributing to the costs of their projects. Supplemental contributions may be cash, in-kind services, or a combination of both. Any non-Federal contributions can be discussed in the project narrative; however, these supplemental contributions should not be included in the budget or budget narrative.

A Sample Budget Detail Worksheet can be found at http://www.ovw.usdoj.gov/applicants.htm. The budget and budget narrative should be submitted online as an attachment. When preparing these items, please use the Budget Detail Worksheet as a guide and be sure to include all necessary budget categories. The budget should clearly describe the proposed amounts and uses of grant funds for the duration of the grant period and how the amounts of the specific budget items were determined.

Letter of Support
Applicants must submit support letters from primary project partners outlining their role and commitment in carrying out the activities identified in the application.

Additional Requirements

- Civil Rights Compliance;

- Confidentiality and Human Subjects Protections regulations;

- Anti-Lobbying Act;

- Financial and Government Audit Requirements;

- National Environmental Policy Act (NEPA) compliance;

- DOJ Information Technology Standards;

- Single Point of Contact Review;

- Non-Supplanting of State or Local Funds;

- Criminal Penalty for False Statements;

- Compliance with OJP's Office of the Chief Financial Officer Financial Guide*;*

- Suspension or Termination of Funding;

- Government Performance and Results Act (GPRA);

- Rights in Intellectual Property; and

- Federal Funding Accountability and Transparency Act (FFATA) of 2006.

We strongly encourage applicants to review the information pertaining to these additional requirements prior to submitting their applications. Additional information for each can be found at http://www.ojp.usdoj.gov/funding/other_requirements.htm. References to OJP and its components are deemed to refer to the OVW, as applicable.

How To Apply

Applicants must submit a fully executed application to OVW through the **Grant Management System (GMS)**, including all required supporting documentation. **Faxed applications will not be accepted. However, certain supporting documentation may be submitted to GMS via fax as described below.** Applications submitted via GMS must be in the following word processing formats: Microsoft Word (.doc), PDF files, (.pdf), or Text Documents (.txt). (Please refer to Appendix A, the Step-by-Step Guide to OJP's Grants Management System.)

The following documents must be submitted via GMS:

- The SF-424;
- Certifications and Assurances;
- The status of the current project and project narrative; and

- The budget, budget summary, and budget narrative.

The following can be submitted either via fax to (202) 354-4147, or electronically through GMS:

- Letter of nonsupplanting; and
- A current Indirect Cost Rate Agreement, if applicable.

The application number and solicitation title must be included on the cover page of all faxes.