

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



OVW Fiscal Year 2012 Enhanced Training and Services to End Violence Against and Abuse of Women Later in Life Program

Eligibility

Applicants are limited to States, units of local government, Indian Tribal governments or Tribal organizations, and nonprofit and nongovernmental victim services organizations with demonstrated experience in assisting elderly women or demonstrated experience in addressing sexual assault, domestic violence, dating violence, and stalking.
(See "Eligibility," page 5)

Deadline

All applications are due by 11:59 p.m. E.T. on March 29, 2012
(See "Deadline: Application," page 5)

To ensure all applicants have ample time to complete the registration process through Grants.gov, applicants should register online with Grants.gov by March 8, 2012.

Contact Information

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

In Fiscal Year 2012, OVW applications will be submitted through Grants.gov. For technical assistance with Grants.gov contact the Grants.gov Customer Support Hotline at 1-800-518-4726.

Grants.gov Number assigned to announcement OVW-2012-3149

It is anticipated that all applicants will be notified, but not guaranteed, of the outcome of their applications by September 30, 2012.

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OVW Enhanced Training and Services to End Violence Against and Abuse of Women Later in Life Program (CFDA 16.528)

Overview

The Office on Violence Against Women (OVW) is a component of the United States Department of Justice (DOJ). Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership on issues of sexual assault, domestic violence, dating violence, and stalking. Since its inception, OVW has supported a multifaceted approach to responding to these crimes through implementation of grant programs authorized by VAWA. By forging State, local and tribal partnerships among police, prosecutors, judges, victim advocates, health care providers, faith leaders, and others, OVW grants help provide victims with the protection and services they need to pursue safe and healthy lives, while improving communities' capacity to hold offenders accountable for their crimes. For general information on OVW grant programs please see the OVW Fiscal Year 2012 Grant Program Solicitation Reference Guide (Reference Guide) at <http://www.ovw.usdoj.gov/docs/resource-guidebook.pdf>.

About the OVW Enhanced Training and Services to End Violence Against and Abuse of Women Later in Life Program

Recognizing that individuals who are 50 years of age or older who are victims of elder abuse, neglect, and exploitation, including sexual assault, domestic violence, dating violence, or stalking, face unique barriers to receiving assistance, Congress created the Enhanced Training and Services to End Violence Against and Abuse of Women Later in Life Program (Abuse in Later Life Program). In Federal Fiscal Year 2012, OVW plans to fund projects that will support a comprehensive approach to addressing elder abuse in their communities. These projects will provide training to criminal justice professionals, governmental agency staff and victim assistants to enhance their ability to address elder abuse, neglect and exploitation in their communities; provide cross training opportunities to professionals working with older victims; develop or enhance a coordinated community response to elder abuse; and provide or enhance services for victims who are 50 years of age or older (hereinafter "older victims").

Elder Abuse

The term "elder abuse" means any action against a person who is 50 years of age or older that constitutes the willful infliction of injury, unreasonable confinement, intimidation, or cruel punishment with resulting physical harm, pain, or mental anguish, or deprivation by a person, including a caregiver, of goods or services with the intent to cause physical harm, mental anguish, or mental illness.

Elder abuse victims face unique obstacles in getting the help and services that they need. Age or disability may increase the isolation of older individuals. Victims may refrain from seeking help or calling the police due to shame or embarrassment because the abuse was committed by a family member, friend or caregiver. Victims may also be intimidated by threats of being placed in a nursing home. Abuse may be dismissed due to claims that the older person is confused or minimized by claims that the abuse was the result of caregiver stress. Professionals may perceive a victim's injuries as arising from aging, illness, or disability instead of recognizing that the injuries may be attributed to violence in the home or other care facility. A lack of services designed to meet the needs of older victims may leave them with no community resources to rely upon for assistance. A comprehensive approach to addressing elder abuse should address these barriers and improve systemic responses to older victims.

Older Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking

While sexual assault, domestic violence, dating violence, and stalking affect victims in all age groups, older victims face additional challenges in accessing services to enhance their safety. Appropriate interventions may be compromised by misconceptions about older individuals. Some may think that domestic violence does not occur or lessens in later life, or that older persons are not victims of dating violence. Myths about sexual assault coupled with a failure to see older individuals as sexual beings can hinder professionals from recognizing indicators of sexual assault when dealing with older victims. Older victims may not be believed if they report stalking, particularly if the victim has dementia or psychiatric disabilities. An appropriate response to older victims of these crimes must take into account the unique challenges they face.

Deadlines

Application

The deadline for applying for funding under this grant announcement is **11:59 p.m. E.T. on March 29, 2012**. Applications submitted after **11:59 p.m. E.T. on March 29, 2012** will not be considered for funding.

Note: For applicants without Internet access, who cannot submit an application electronically, please contact the Abuse in Later Life Program at (202) 307-6026 no later than March 8, 2012 to request permission to submit an application by alternative means.

Registration

The Grants.gov registration deadline is March 8, 2012. It is strongly encouraged that applicants begin the registration process well in advance of the deadline. For more information on the process of registering with Grants.gov, please see the [Reference Guide](#).

Eligibility

It is very important that you review this information carefully. Applications that are submitted by ineligible entities will not be considered for funding.

Eligible Entities

Eligible entities for this program are:

- States
- Units of local government;
- Indian Tribal governments or Tribal organizations; and
- Nonprofit and nongovernmental victim services organizations with demonstrated experience in assisting elderly women or demonstrated experience in addressing sexual assault, domestic violence, dating violence, and stalking.

State

For the purposes of this grant program, a state is defined to include all states, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, American Samoa, Guam and the Commonwealth of the Northern Mariana Islands.

Unit of Local Government

For the purpose of this grant program, **a unit of local government** is any city, county, township, town, borough, parish, village, or other general-purpose political subdivision of a State; an Indian tribe that performs law enforcement functions as determined by the Secretary of Interior; or, for the purpose of assistance eligibility, any agency of the District of Columbia government or the United States Government performing law enforcement functions in and for the District of Columbia, or any Trust Territory of the United States.

Non-eligible entities generally include, but are not limited to:

- Police departments;
- Pre-trial service agencies;
- District or city attorneys' offices;
- Sheriffs' departments;
- Probation and parole departments; and
- Universities.

The above non-eligible entities are typically not units of local government for the purposes of this grant Program unless they meet the definition of "unit of local government" set forth in 42 U.S.C. § 3791. Applications from typically "non-eligible" entities that want to assert "unit of local government" status under 42 U.S.C. § 3791 must include in their application proof of such status. If these agencies or organizations do not meet the definition of "unit of local government", they are not eligible to apply directly for funding, but may assume responsibility for the development and implementation of the project. They must apply, however, through a State; a State, local, Territorial or Tribal court; an Indian Tribal government; or a unit of local government.

Indian Tribal Government

For the purposes of this program, Indian Tribal government is defined as the governing body of an Indian Tribe.

Indian Tribe

For purposes of this program, Indian Tribe is defined as a Tribe, band, pueblo, nation, or other organized group or community of Indians, including any Alaska Native village or regional or village corporation (as defined in, or established pursuant to, the Alaska Native Claims

Settlement Act (43 U.S.C. 1601 et seq.)), that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians (42 U.S.C. 13925 (a)(30).

Tribal Organization

For the purposes of this program, Tribal organization is defined as the governing body of any Indian Tribe; any legally established organization of Indians which is controlled, sanctioned, or chartered by such governing body of a Tribe or Tribes to be served, or which is democratically elected by the adult members of the Indian community to be served by such organization and which includes the maximum participation of Indians in all phases of its activities; or any Tribal nonprofit organization. (42 U.S.C. 13925 (a) (32)).

Any applicant representing a consortium of Tribal governments and/or organizations must submit a resolution or legal equivalent from the constituent Tribal governments and/or organizations supporting the application¹.

Nonprofit and Nongovernmental Victim Services Organizations

For the purposes of this program, nonprofit and nongovernmental victim services organizations will be considered eligible only if they **provide direct victim services**; have demonstrated experience in assisting elderly women or demonstrated experience in addressing sexual assault, domestic violence, dating violence, and stalking; **and** address a demonstrated need in their communities by providing direct victim services that create options for victims seeking accountability and safety from perpetrator violence, promote the dignity and self sufficiency of victims, and improve their access to resources.

Domestic violence and/or sexual assault coalitions that do not provide direct services, therefore, will not be considered eligible for funding.

Program Eligibility Requirement

In addition to meeting the eligible entity requirement outlined above, applications for the Abuse in Later Life Program must also meet the following requirement:

Required Partnership

Each applicant must develop a multidisciplinary partnership. This required partnership must be detailed in a Memorandum of Understanding (MOU) that is signed by the Authorized Representative of, at a minimum, the following four required MOU partners:

- a) a law enforcement agency;
- b) a prosecutor's office;
- c) a nonprofit and nongovernmental or tribal domestic violence victim services program or nonprofit and nongovernmental or tribal sexual assault victim services program; and
- d) a nonprofit or tribal program that serves older victims²

¹ Regarding a Tribal consortium application, the applicant must submit documentation of authority as described above from each Tribal consortium member, unless existing consortium bylaws or other tribal governance documents allow action without explicit authorization from the member Tribes in the consortium. In that case, the Tribal consortium must submit a resolution, a letter, affidavit, or other documentation, as appropriate, that certifies that the Tribal consortium has the legal authority to apply for grants on behalf of the consortium. **This documentation must be current, sufficient to demonstrate authority for the application, contain authorizing signature(s), and submitted by the application's due date.** In addition, a copy of the bylaws or other governance documents that allow the Tribal consortium's action without support from all consortium members must be included with this documentation.

Older victims from culturally specific communities frequently confront unique challenges, such as linguistic and cultural barriers, when seeking assistance. Culturally specific community-based organizations are more likely to understand these challenges and obstacles that victims from their communities face when attempting to access services. In addition, culturally specific community-based organizations have experience forming relationships and engaging their communities and serve a vital role in providing services that are relevant for their community. To provide the most appropriate services to such victims, applicants are encouraged to partner with culturally specific community-based victim services programs that have demonstrated experience in assisting elderly women or demonstrated experience in addressing sexual assault, domestic violence, dating violence, and stalking as MOU partners on their projects. In addition, culturally specific community-based organizations/agencies which do not provide victim services, but have demonstrated experience forming relationships and engaging their communities, may also be included as project partners.

Types of Applicants

In FY 2012, OVW will accept applications for the Abuse in Later Life Program from new applicants that have never received funding under the Abuse in Later Life Program or that received funding in FY 2002 through FY 2004.

Planning Phase

OVW has determined that applicants under the Abuse in Later Life Program will be required to engage in a planning period prior to implementing proposed outreach and services activities. During this phase, grantees will conduct a needs assessment and develop an implementation plan. Please refer to the Program Scope on page 8 of the solicitation for further information about this requirement. Funds for outreach and services will be held until the implementation plan has been reviewed and approved by OVW.

Grant recipients who received new or supplemental funding in FY 2005 through FY 2011 are NOT eligible to apply.

Award Information

Cooperative Agreement

Applicants should be aware that awards will be made as cooperative agreements, and thus, OVW will play a substantial role in shaping and monitoring the project.

Award Period

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

Award Amounts

Applicants should carefully consider the resources needed to successfully implement the proposed project and present a realistic budget that accurately reflects project costs. Awards under the Abuse in Later Life Program for FY 2012 will be made for up to \$400,000.

² A governmental agency (for example Adult Protective Services, state or city departments on aging) may serve as the project partner that serves older victims.

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. All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. Funding is not guaranteed.

Program Scope

Activities supported by the Abuse in Later Life Program are determined by statute, Federal Regulations, and OVW policies.

Purpose Areas

In FY 2012, funds under the Abuse in Later Life Program may be used for the following purposes:

- a) training programs to assist law enforcement, prosecutors, governmental agencies, victim assistants, and relevant officers of Federal, State, Tribal, Territorial, and local courts in recognizing, addressing, investigating, and prosecuting instances of elder abuse, neglect, and exploitation, including sexual assault, domestic violence, dating violence, or stalking against victims who are 50 years of age or older;
- b) providing or enhancing services for victims of elder abuse, neglect, and exploitation, including sexual assault, domestic violence, dating violence, or stalking, who are 50 years of age or older;
- c) creating or supporting multidisciplinary collaborative community responses to victims of elder abuse, neglect, and exploitation, including sexual assault, domestic violence, dating violence, and stalking, who are 50 years of age or older; and
- d) conducting cross-training for victim service organizations, governmental agencies, courts, law enforcement, and nonprofit, nongovernmental organizations serving victims of elder abuse, neglect, and exploitation, including sexual assault, domestic violence, dating violence, and stalking, who are 50 years of age or older.

Mandatory Program Requirements

1) Grantee Orientation: Each grantee must send representatives from its four required MOU partners and the Project Coordinator to attend a three-day grantee orientation. Attendance at orientation will require participants to travel to this OVW sponsored event. Applicants must include funds in their budget to send 5 participants to this event. The orientation will provide participants with an overview of the Abuse in Later Life Program and grant and financial management information.

2) Law Enforcement "Training of Trainers" (TOT) Training: Each grantee must send a multidisciplinary training team to a four-day training of trainers. Attendance at this training will require participants to travel to this OVW sponsored event. Applicants must include funds in their budget to send participants to this training. MOU partner organizations must agree to send the following representatives: a law enforcement officer, a prosecutor, an advocate from the designated victim services program, and a representative from the organization that serves older victims. This commitment must be detailed in the MOU. It is highly recommended that grantees send two additional persons to the training as back-up trainers. A maximum of seven

individuals may attend this event: six team members who will actively participate in the training and the Project Coordinator who may attend this event as an observer. This OVW sponsored training event will enhance participants' subject matter expertise and develop or enhance the skills necessary to redeliver training to law enforcement officers on the local level.

3) Law Enforcement Training: Each grantee must have its multidisciplinary training team provide one-day (8 hour) local trainings for law enforcement. The training uses a curriculum that has been developed by national organizations and experts and approved by OVW. The number of trainings that will be held and a commitment from MOU partner organizations to provide trainers for these events must be detailed in the MOU. Due to the interactive nature of the training, the maximum recommended class size is 30 participants per class. The grantee must receive commitment(s) from law enforcement agency(ies) to send personnel to attend these local law enforcement trainings. Each law enforcement agency(ies) must detail this commitment in the required letter(s) of commitment (see section on Letters of Commitment on page 22) that must be submitted with the application.

4) Advanced Law Enforcement Training: Applicants must include funds in their budget to bring national expert(s) to their communities to provide advanced training locally for detectives and investigators. Each applicant must receive commitment(s) from law enforcement agency(ies) to send personnel to participate in this local training. Each law enforcement agency agreeing to have its personnel attend the local advanced training for detectives and investigators must detail this commitment in the required letter(s) of commitment (see section on Letters of Commitment on page 22) that must be submitted with the application. If a law enforcement agency is committing to send personnel to both the local 8 hour and local advanced law enforcement training events, this commitment may be detailed in a single letter.

5) Prosecutors' Course: Each applicant must receive commitment(s) from prosecutor's office(s) in its jurisdiction to have prosecutors attend a two and a half-day national prosecutors' course on elder abuse. Attendance at this course will require participants to travel to this OVW sponsored training event. Applicants must include funds in their budget to send prosecutors to this course. This commitment must be shown in the required letter(s) of commitment from participating prosecutors' offices agreeing to have their personnel attend these trainings (see section on Letters of Commitment on page 22) that must be submitted with the application. This course will focus on prosecution of cases involving elder abuse, neglect, and exploitation.

6) Judicial Institute: Each applicant must agree to encourage judges in its jurisdiction to attend a four-day national judicial institute on elder abuse, neglect, and exploitation. This agreement must be detailed in the MOU. Attendance at this institute will require participants to travel to this OVW sponsored training event. Applicants must include funds in their budget to send judges to this institute. The faculty for this judicial education event will be judges and national experts and attendance is restricted to judges. While this activity is not mandatory, applicants are strongly encouraged to have judges/magistrates attend the institute to develop a better understanding of the role of the criminal justice system in addressing elder abuse in their community.

7) Direct Services "Training of Trainers" Training: Each applicant must agree to send representatives from two MOU partners (one from the victim services program and one from the organization that serves older victims) and the Project Coordinator to a two and a half-day training of trainers on providing services to older victims. This agreement must be detailed in the MOU. Attendance will require participants to travel to this OVW sponsored training event. Applicants must include funds in their budget to send participants to this training. This OVW

sponsored training event will enhance the participants' subject matter expertise and assist them in conducting training for their peers on the local level.

8) Direct Services Training: Each grantee must have trainers from two MOU partners (one from the victim services program and one from the organization that serves older victims) provide local one-day trainings to governmental agency staff, victim assistants, and victim services providers. The number of trainings that will be held and the commitment from the organizations providing trainers for these events must be detailed in the MOU. The one-day training uses a curriculum that has been developed by national organizations and experts and approved by OVW. The grantee must receive commitment(s) from victim services providers and government agencies to send personnel to these local one day direct services trainings. Each organization/agency must detail this commitment in the required letter(s) of commitment (see section on Letters of Commitment on page 22) that must be submitted with the application.

9) Cross-Training "Kickoff" Event: Each applicant and its project partners must agree to conduct a local half-day cross training event. This "Kickoff" event for victim services organizations, governmental agencies, the courts, law enforcement agencies, and organizations working with older victims will focus on helping each discipline develop a better understanding of the role each one plays in addressing elder abuse in their community. The trainers (including travel costs) for this event will be provided by the OVW Abuse in Later Life Program's Technical Assistance Provider. Grantees will be responsible for providing the venue for this local event.

10) Collaborative Community Responses (CCR): Each partner must agree to create or enhance a multidisciplinary collaborative community response to elder abuse, neglect and exploitation and provide details about these efforts in the MOU. OVW will provide intensive and comprehensive technical assistance to successful applicants to assist them in this effort. Each project partner will engage in a review of its own policies and protocols to determine the extent to which they are designed to aid in improving the identification, investigation, prosecution and adjudication of cases of elder abuse, exploitation and neglect, including sexual assault, domestic violence, dating violence, and stalking. A list of stakeholders that would be invited to participate in the CCR must be included in the MOU.

11) Providing or Enhancing Services for Older Victims: Each applicant must agree to engage in a two phase effort to provide services to older victims and detail these efforts in the MOU. All applicants are required to allocate funds for outreach and direct services for older victims (a minimum of 25% of the proposed budget).

a) Planning Phase: Grantees will work with OVW and Abuse in Later Life Program Technical Assistance providers to establish the groundwork for developing or enhancing outreach and services to older victims. The planning phase will be for 12-18 months. The planning phase must include, but is not limited to, the following activities:

- conducting a community needs assessment;
- reviewing agency policies and protocols to ensure that they are inclusive of older victims;
- providing training to staff; and
- developing a strategic plan for outreach and service delivery which will be submitted to OVW for review and approval prior to release of funds for the implementation phase.

b) Implementation Phase: Upon successfully completing the planning phase and upon receipt of OVW approval of the implementation plan for outreach and service delivery, grantees will begin outreach and the delivery of services to older victims. Funds included in the budget for the implementation phase will be placed on hold through a special condition to the award. These funds will not be released for access by a grantee until OVW determines that the grantee has successfully completed the planning phase and have an acceptable implementation plan in place. During this phase, grantees will continue working with OVW and OVW Technical Assistance providers to successfully execute their implementation plan.

12) Evaluation: Each applicant must commit to fully participate in an OVW/DOJ evaluation of Abuse in Later Life Program.

13) Progress Reports: Applicants will report on performance measures and grant-funded activities through the timely submission of complete semi-annual progress reports.

Activities that Compromise Victim Safety and Recovery

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

- Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;
- Family counseling as a systemic response to elder abuse;
- Mediation or counseling for couples as a systemic response to domestic violence;
- Failing to develop policies around confidentiality and information sharing for stakeholders developing or enhancing a multidisciplinary collaborative community response; and
- Requiring or forcing victims of elder abuse or domestic violence to testify against their abusers or impose other sanctions on the victims.

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

Out-of-Scope Activities

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

- Research projects (This does not include program assessments conducted only for internal improvement purposes. See the definition of “research” in this solicitation’s section on Human Subject Research and Confidentiality Protections for additional information on what activities constitute research.)
- Supporting criminal justice/investigative positions. Personnel costs for criminal justice/investigative professionals are permitted only to cover time spent conducting or

attending training required by this program. Funds may not be used to compensate personnel for the performance of criminal justice/investigative duties; and

- Curriculum Development.

Unallowable Activities

The following is a list of activities that are unallowable and cannot be supported by Abuse in Later Life 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 building, including minor renovations (such as painting or carpeting)

How To Apply

This section describes what an application should include. 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; and, 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 the application is complete and submitted by the deadline.

Formatting and Technical Requirements

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

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

Experiencing Unforeseen Technical Issues

If you experience technical difficulties at any point during the application process, please contact the Grants.gov Customer Support Hotline at 1-800-518-4726.

If you experience unforeseen technical issues that prevent you from submitting your application by the deadline, you must contact the technical support number above prior to the deadline AND contact the Abuse in Later Life Program at OVW.Elder@usdoj.gov **within 24 hours after the deadline** to request approval to submit your application. At that time, you will be required to

email the complete grant application, your DUNS number, and provide a GMS or Grants.gov Help Desk tracking number(s). After OVW reviews all of the information submitted and verifies your technical issues with the Helpdesk, OVW will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be verified, your application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to follow Grants.gov instructions on how to register and apply as posted on its website; and (3) failure to follow all of the instructions in the OVW 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 the following will not be considered for funding:

1. Project Narrative
2. Budget Detail Worksheet and Narrative
3. Memorandum of Understanding (MOU)
4. Letters of Commitment

Applications forwarded for review will be scored on the following:

1. Summary Data Sheet
2. Project Narrative
3. Budget Detail Worksheet and Narrative
4. Memorandum of Understanding (MOU)
5. Letters of Commitment

Applications must address each section and include the detailed information outlined below in the specified section of their application.

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:

- Name, title, address, phone number, and e-mail address for the authorized representative. Please see the [Reference Guide](#) to determine who can be an authorized representative.
- Name, title, address, phone number, and e-mail address for the grant point-of-contact.
- Statement as to whether the agency has expended \$500,000 in Federal funds in the past fiscal year for the applicant. Please specify the end date of the fiscal year.
- The law enforcement agency partnering on this project.
- The prosecutor's office partnering on this project.
- The nonprofit and nongovernmental or tribal victim services program partnering on this project.
- The nonprofit or tribal program that serves older victims partnering on this project (Governmental agencies, for example Adult Protective Services, State, tribal or city departments on aging, may serve as the project partner working with older victims).

- The regional area(s) (city, town, county, or unincorporated area) where this project will be implemented.
- The population and square mileage of the region to be served.
- Summary of Current and Recent OVW Projects (if applicable)
 - If the applicant has a current grant award or cooperative agreement under **any** OVW program, or received an award that has been closed within one calendar year, the information below **must** be included.
 - Identify grant by OVW program, award number, and project period.
 - Specify the total funds remaining in each grant as of the date of application.
 - Provide the total funds remaining in each grant in the Personnel, Contracts/Consultants and Travel (OVW sponsored TA events) categories as of the date of application.
 - List the number and titles of all full-time and/or part-time positions funded by the award.

Project Narrative (50 Points Total)

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

Purpose of Application (10 points)

This section must include:

- Service area and target population;
- Problem to be addressed;
- Current services for older victims;
- Gaps in services for older victims;
- Existing training and/or educational programs available for those working with older victims (example: law enforcement officers, prosecutors, court officers, advocates, APS workers);
- Why existing training and/or educational programs do not meet current needs;
- How the proposed training and services would address the problems and gaps identified; and
- How the project will address confidentiality.

What Will Be Done (20 points)

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

Training

- Law enforcement: Provide the name(s) of agency(ies) or department(s) that will send sworn officers to attend the mandatory one-day (8 hour) training and/or the advanced law enforcement training, size of agencies or departments (sworn), number of sworn personnel who will attend the entire one-day (8 hour) training, and number of sworn personnel that will attend the advanced law enforcement training;
- Prosecution: Provide the name(s) of office(s) that will be sending prosecutors to attend the mandatory training, size of office (number of prosecutors), and number of prosecutors who will attend the two and a half-day prosecutors' course;

- Judicial: Provide the number and type(s) of court(s) in the project area, number of judges who will attend training, the type of court over which the judges preside and detail efforts MOU partners will engage in to encourage judges in the project area to attend the judicial institute;
- Victim assistants: Provide the name(s) of organization(s) or agency(ies) that will send personnel to attend the mandatory trainings and the number of personnel who will attend the mandatory trainings; and
- Governmental agencies: Provide the name(s) of agency(ies) that will send personnel to attend the mandatory trainings and the number and type of personnel who will attend the mandatory trainings.

Collaborative Community Response

- Detail how the proposed project would assist in creating or enhancing a multidisciplinary collaborative community response to elder abuse, neglect and exploitation.

Services

Grantees will work with OVW and OVW Technical Assistance providers to develop a strategic plan addressing outreach and direct services to older victims. Based on current knowledge regarding the needs of the service community:

- Describe the outreach and services that the project anticipates providing to older victims during the project. If the applicant does not have sufficient information at this time to address this issue and will rely on data gathered during the planning phase, this should be noted;
- Provide the number of victims over 50 currently receiving services from MOU partners, the victim services program and the organization that serves older victims; detail the types of services provided;
- Describe current outreach efforts focusing on victims over 50 by the MOU partners, victim services program and the organization that serves older victims;
- Detail what is currently being done to address victim safety and autonomy; and
- Describe how victim safety and autonomy will be addressed by the project.

Who Will Implement the Project (15 points)

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

- Key personnel;
- Experience and expertise of the organization **and** key personnel who will be directly involved with the project;
- Clearly demonstrate that any partnerships required by the solicitation have been met;
- Demonstrate a strong commitment to real, meaningful collaboration to develop and implement the project; and
- Identify the nonprofit or tribal program that serves older victims and the nonprofit, nongovernmental or tribal organizations serving victims of domestic violence, dating violence, sexual assault, and/or stalking that will serve as the required MOU partners in the formal collaboration.

Nonprofit or tribal programs that serve older victims should meet all of the following criteria:

- Provide services to older victims as one of their primary purposes and have a demonstrated history of effective work concerning such issues;
- Demonstrate an understanding of the unique obstacles faced by older individuals in seeking the services they need to obtain safety and participate fully in the criminal justice system;
- Address a demonstrated need in their communities by providing services that promote the integrity and self sufficiency of older individuals; and
- Do not engage in or promote activities that compromise victim safety.

Nonprofit and nongovernmental or tribal organizations serving victims of domestic violence, dating violence, sexual assault, and/or stalking should meet all of the following criteria:

- Provide 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 concerning such issues;
- 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
- Do not engage in activities that compromise victim safety.

Nonprofit and nongovernmental or tribal sexual assault, domestic violence, dating violence, and/or stalking victim service organizations must be involved in the **development and implementation** of the project. Domestic violence and/or sexual assault coalitions are not considered nonprofit and nongovernmental victim services organizations for the purposes of this grant program unless they provide direct victim services.

In developing an application for the Abuse in Later Life Program, applicants are encouraged to consider the different roles of the following professionals:

- Victim assistants who work for government agencies (e.g., the police department or the district or city attorney's office);
- Victim advocates who represent nonprofit and nongovernmental sexual assault, domestic violence, dating violence, or stalking programs (e.g., shelters, rape crisis centers, advocacy groups or coalitions); and
- Legal representatives and advocates (e.g., students from law school clinics, paralegals, attorneys working for legal service agencies or independent attorneys).

Although there is an important role for all victim advocates to play in the creation of a coordinated community response/multidisciplinary response to sexual assault, domestic violence, dating violence, and stalking, the participation of nonprofit and nongovernmental or tribal sexual assault, domestic violence, dating violence, or stalking programs is required in the development and implementation of the project. This does not preclude applicants from requesting support for government agency victim services or legal advocates, but the budget and budget narrative must distinguish between the two and should include compensation for the contributions of nonprofit or tribal victim service agencies. In addition, if funding is requested for both governmental victim assistance and nongovernmental advocacy, the project narrative must explain how these different entities will collaborate.

Victim service providers can provide varying degrees of confidentiality, often depending on State, Tribal, and Federal laws. This may affect what information about victims they can share with partners. Other partners may have legal limitations as well. Applicants should explain information sharing between partners, including how they will protect information that is confidential or privileged.

Sustainability Plan (5 points)

As this is a competitive, discretionary program, there is no guarantee of continuation funding. Applicants are required to include a plan describing how they would sustain project activities if Federal funding through the Abuse in Later Life Program were no longer available.

Budget Detail Worksheet and Narrative (15 Points)

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. For guidance on budget requirements please see the [Reference Guide](#). A Sample Budget Detail Worksheet is available at <http://www.ovw.usdoj.gov/docs/budget-detail-worksheet.pdf>. 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.

Award Period and Amount

- Applicants should carefully consider the resources needed to implement this project and present a realistic budget that accurately reflects the costs involved. Requests for funding may not exceed \$400,000 for the 36-month project period.
- Outreach and Services: All applicants are required to allocate a minimum of 25% of the proposed budget funds for outreach and direct services for older victims. Applications selected for funding that do not include the required 25% allocation for outreach and services will not receive additional funds for this purpose, but will be required to adjust their budgets to cover these costs prior to final approval of the proposal. The 25% allocation should be clearly labeled as the "OVW allocation to support outreach and services" and be listed in the Other category.

Sample Timeline

The following project timeline is illustrative and is provided to assist with budget development:

Year 1

- a) Grantee Orientation (three days at a location to be determined)
- b) Training of Trainers for Law Enforcement Training (four days at a location to be determined)
- c) Training of Trainers for Direct Services Training (two days at a location to be determined)
- d) "Kickoff Event" (cross training)
- e) Development of collaborative community response (local).
- f) Redelivery of one day Law Enforcement Training begins (local).
- g) Planning Phase for Services

Years 2 & 3

- a) Submission of Implementation Plan for outreach and service delivery to OVW for review and approval.
- b) Upon approval of Implementation Plan, outreach and services delivery.

- c) Redelivery of Direct Services Training (local).
- d) Advanced Law Enforcement Training (local).
- e) Prosecutors' Course (two and a half day at a location to be determined).
- f) Judicial Institute (four days at a location to be determined).

Budget Requirements

Applicants are required to submit a budget detail worksheet that is reasonable and cost effective. The budget must adhere to the OJP's Financial Grants Management Guide the [OVW Financial Grants Management Guide](#). The budget detail worksheet must:

- Include a budget narrative that supports and justifies all proposed costs and provides a clear link between specific project activities and proposed budget items;
- Include a budget that reflects all costs related to implementing the proposed project and provides calculations for all costs;
- Include fair compensation for all project partners for their participation in any project-related activities, including but not limited to, compensation for time and travel expenses to attend meetings, attend trainings or to participate in training, project development and implementation;
- Include funds for outreach and direct victim services (a minimum of 25% of the proposed budget); and
- Include funds to support travel costs associated with technical assistance including, but not limited to the following: grantee orientation, law enforcement training of trainers component, advanced law enforcement training, prosecutors' course, judicial institute, and direct services training of trainers component.

Food and Beverage/Costs for Refreshments and Meals

OVW funding cannot be used to purchase food and/or beverages for any meeting, conference, training, or other event, except if one of the following applies:

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

Justification for an exception listed above must be included in the budget narrative.

Note: In addition to the requirements above, cooperative agreement or contract recipients, must complete and submit the Conference and Events Approval Form to OVW for review and approval prior to entering into a contract for any meeting, conference, training, or other event.

If an exception is made for food/beverages or refreshments, the cost of any individual meal, plus taxes and any hotel service costs (e.g., labor cost for room setup), cannot exceed 150 percent of the General Services Administration (GSA) Meals and Incidental Expenses (M&IE) rate for that meal in that locality per attendee. OVW, however strongly encourages costs to stay at or below 100% of the applicable per diem rate for any meal provided, including any service costs. The current GSA M&IE rate breakdown by meal and by locality can be found at <http://www.gsa.gov/portal/content/101518>. If OVW funds are used to provide

breaks/refreshments, they can only be provided once per day, and any related expenses (food, beverages, plus taxes and any hotel service costs) cannot exceed 11.5% of the current GSA M&IE rate per attendee per day. OVW, however prefers that such costs fall well below 11.5%. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

Updated Department of Justice and OVW guidance on conference planning, minimization of costs, and conference cost reporting will be forthcoming and will be accessible on the OVW website.

Training and Technical Assistance

All applicants are required to allocate funds to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. These activities must include, but are not limited to, the following:

- **Grantee Orientation:** One representative from each of the four required MOU partners and the project coordinator (total of 5) are required to attend this three-day meeting;
- **Law Enforcement “Training of Trainers” Component:** At least one representative with training experience from each of the four required MOU partners is required to attend this four-day training. A maximum of seven individuals may attend this event, six training team members who will actively participate in the training and the project coordinator who may attend this event as an observer;
- **Advanced Law Enforcement Training:** Each applicant must bring at least one national expert to their community to provide advanced training for detectives and/or investigators;
- **Prosecutors’ Course:** Each applicant must send between two to five prosecutors to the two and a half-day prosecutors’ course;
- **Judicial Institute:** Each applicant will agree to encourage two to five judges in their jurisdiction to attend the four-day judicial institute; and
- **Direct Services “Training of Trainers” Component:** One representative from the victim services program, one representative from the organization that serves older victims and the project coordinator (total of 3) must attend the two-day training.

Applications selected for funding that do not include travel funds for all Abuse in Later Life Program Technical Assistance events will not receive additional funds for this purpose, but will be required to adjust their budgets to cover these costs prior to final approval of the proposal. Applicants from Alaska, Hawaii, and U.S. Territories should allocate sufficient funds to cover higher travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers.

Accommodations and Language Access

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

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

Memorandum of Understanding (MOU) (20 Points Total)

For purposes of this application, the MOU is a document containing the terms of the partnership, and the roles and responsibilities between two or more parties. The MOU should be a single document and it should be signed and dated by the Authorized Representative of each proposed partner agency during the development of the application.

The MOU must:

- Clearly identify each of the four required MOU partners:
 - At least one law enforcement agency;
 - At least one prosecutor's office;
 - At least one nonprofit and nongovernmental or tribal sexual assault, domestic violence, dating violence, and/or stalking program, or other nonprofit and nongovernmental or tribal organization that adequately demonstrates history and expertise in working with victims of sexual assault, domestic violence, dating violence, and/or stalking; and
 - At least one nonprofit or tribal program that serves older victims.
- Provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- Clearly state the roles and responsibilities each partner will assume to ensure the success of the proposed project;
- Clearly demonstrate a meaningful partnership among the required MOU partners and a commitment on the part of all project partners to work together to achieve stated project goals;
- Identify the representatives of the planning and development team who will be responsible for developing and implementing project activities and describe how they will work together and with project staff;
- Indicate approval of the proposed project budget by all signing parties;
- Describe the resources each partner would contribute to the project through time, or in-kind contributions (e.g., office space, project staff, training);
- Include a commitment from the four required project partners to send a multidisciplinary training team to the mandatory four-day law enforcement training of trainers component;
- Include a commitment to send representatives from two project partners (one from the victim services program and one from the organization that serves elder victims) to a mandatory two and a half-day direct services training of trainers component;
- Include a commitment to conduct direct training for law enforcement and cross training for victim service organizations, governmental agencies, courts, law enforcement, and nonprofit and nongovernmental organizations;
- Include a commitment to conduct direct training for personnel from victim service organizations and governmental agencies in their community;
- Include a commitment to encourage judges in its jurisdiction to attend a four-day national judicial institute on elder abuse, neglect, and exploitation;
- Demonstrate a commitment to create or enhance a multidisciplinary collaborative community response to elder abuse, neglect and exploitation; and

- Include a commitment to engage in a two phase effort (planning and implementation) to provide outreach and direct services to older victims.

Letters of Commitment (Total 10 points)

Each agency and organization (law enforcement agency(ies), prosecutor's office(s), victim services providers, and government agencies) that has committed to sending their personnel to the mandatory trainings outlined in this solicitation must provide letters of commitment to the applicant to be submitted with the application. The letters of commitment must accompany the application as attachments to the application in GMS. Letters sent separately from the application will not be considered during the review process. Law enforcement agencies committing to sending personnel to both the local one day and local advanced law enforcement training may provide details of these commitments in a single letter. While letters of commitment are not required for judges attending the judicial institute, they may be submitted with the application.

Letters of support **may not** be submitted in lieu of the letters of commitment.

Letters of Commitment must:

- Provide the name of the agency/organization sending appropriate personnel to receive training;
- Include a clear and direct statement that the agency/organization is committed to sending its personnel to receive training;
- Identify the type of personnel (law enforcement officers, prosecutors, victim service providers, government personnel) who will attend training;
- Include an estimate of the number of personnel who will be sent to receive training;
- Law enforcement agency(ies) must include a commitment that officers/detectives/investigators will complete the entire local one-day (8 hour) training and/or the local advanced law enforcement training;
- Prosecutor's office(s) must include a commitment that prosecutors will travel to and complete the two and a half-day prosecutors' course; and
- Victim services providers and government agencies must include a commitment that personnel will complete the one day training that would be held in their community.

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.

Proposal Abstract

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

Application for Federal Assistance (SF-424)

Applicants will complete the SF-424 online. For further information on the Standard Assurances and Certifications please see the [Reference Guide](#).

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

Forms will be completed online during the submission process. For further information on the Standard Assurances and Certifications please see the [Reference Guide](#).

Letter of Nonsupplanting

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

Financial Accounting Practices

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

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

Financial Capability Questionnaire (if applicable)

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

Indirect Cost Rate Agreement (if applicable)

Applicants that intend to charge indirect costs through the use of an indirect cost rate must have a Federally-approved indirect cost agreement. Please include a copy of a current, signed

Federally-approved indirect cost rate agreement. If you need additional information on this requirement, you may go to [OVW Financial Grants Management Guide](#). This should be a separate attachment to the application in Grants.gov. Applicants that do not have a Federally-approved indirect cost rate should budget all project related costs in the direct cost categories. Organizations that wish to negotiate an indirect cost rate may contact OVW's Grants Financial Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 for more information.

Selection Criteria

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

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

If an application 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, it will not be considered for funding.

Review Process

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

Past Performance Review

OVW awards that are current or have been closed within the past 12 months will be reviewed based on the elements listed below. Up to 25 points may be deducted from the application based on this review.

- Progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the project, indicating timely progress toward meeting project goals and objectives;
- Timely submission of progress reports;
- The grantee has demonstrated that past activities supported with OVW grant funds have been limited to program purpose areas;
- The grantee has complied with all special conditions;
- The grantee has adhered to programmatic and financial reporting requirements, including timely submission of required reports;
- The grantee has closed-out prior awards in a timely manner;
- The grantee appropriately utilized and actively participated in OVW-sponsored workshops and other technical assistance events as required;
- The grantee has received financial clearances on all current grants from OVW;

- The grantee has acted in a timely manner to resolve issues identified in an audit or an on-site financial or programmatic monitoring visit;
- The grantee has complied with the Office of Management and Budget single-audit requirement; and
- Grant funds have been spent in a timely manner.

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

Other Requirements

Federal Financial Guidelines and Reporting Requirements

Federal grants are governed by the provisions of the OMB circulars applicable to financial assistance and [OVW Financial Grants Management Guide](#). The Financial Grants Management Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document outlines the successful administration of grant funds.

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

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OVW strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found in the [Reference Guide](#).

- Civil Rights Compliance
- Faith-Based and Other Community
- Confidentiality
- Research and the Protection of Human Subjects (if applicable)
- Anti-Lobbying Act
- Federal Financial Report (SF-425)
- OMB A-133 Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)

- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [OVW Financial Grants Management Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active CCR Registration

Public Reporting Burden

Paperwork Reduction Act Notice

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this form is 30 hours. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street, NE, Washington, DC 20530.

Application Checklist

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

Application Document	Completed?
1. Summary Data Sheet	
Summary of Current OVW Projects	
2. Project Narrative	
Purpose of the Application	
What Will Be Done	
Who Will Implement	
Sustainability Plan	
3. Budget Detail Worksheet and Narrative	
4. MOU	
5. Letters of Commitment	
6. Proposal Abstract	
7. Application for Federal Assistance: SF 424	
8. Standard Assurances and Certifications	
9. Letter of Nonsupplanting	
10. Financial Accounting Practices	
11. Financial Capability Questionnaire (nonprofits only)	
12. Indirect Cost Rate Agreement (only if the applicant has a current Federally-approved rate)	
13. Proof of non-profit status [if applicable]	