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The United States Department of Justice, Office on Violence Against Women (OVW) ([www.ovw.usdoj.gov](http://www.ovw.usdoj.gov)) is pleased to announce that it is seeking applications for the Office on Violence Against Women Technical Assistance Program. This program furthers the Department's mission of advancing the goals of the Violence Against Women Act by providing OVW grantees and others in the field with the training, expertise, and problem-solving strategies they need to meet the challenges of addressing sexual assault, domestic violence, dating violence and stalking.

# OVW Fiscal Year 2010 Technical Assistance Program

## Eligibility

Applicants are limited to nonprofit national, tribal or statewide organizations.  
(See "Eligibility," page 4)

## Deadline

Letters of intent to apply should be submitted by July 24<sup>th</sup>.  
All Applicants should register online with Grants.gov by July 24<sup>th</sup>.  
All applications are due by **8:00 p.m. E.T. on August 3, 2010.**  
(See "Deadline: Application," page 4)

## Contact Information

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

This application must be submitted through Grants.gov. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726 Monday through Friday from 7 a.m. to 9 p.m., E.T.

**Grants.gov Number assigned to announcement OVW-2010-2480**

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# OVW Technical Assistance Program (CFDA 16.526)

## Overview

This solicitation contains information on how to apply for the Office on Violence Against Women (OVW) Technical Assistance Program. For general information on applying for all OVW grant programs, please see the OVW Fiscal Year 2010 Grant Program Solicitation Reference Guide (Reference Guide) at <http://www.ovw.usdoj.gov/grants-resource-guide.htm>. All applicants should read carefully both this solicitation and the Reference Guide before beginning the application process.

### 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 the 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, such as faith- and community-based organizations.

## Deadline: Letter of Intent

If you intend to apply for Fiscal Year (FY) 2010 funding under this program, we encourage you to submit a letter stating that you intend to apply for funding. **The letter will not obligate you to submit an application.** Please see [http://www.ovw.usdoj.gov/docs/sample\\_letter\\_of\\_intent.pdf](http://www.ovw.usdoj.gov/docs/sample_letter_of_intent.pdf) for a sample letter. The letter should be submitted to OVW by July 24, 2010. You may send the letter to: [OVW.TechAssistance@usdoj.gov](mailto:OVW.TechAssistance@usdoj.gov). OVW will use these letters to predict the number of peer review panels needed to review the applications. You **can** still submit an application for funding if you do not submit a Letter of Intent.

## **Deadline: Registration**

The Grants.gov registration deadline is **July 24, 2010**. For more information on the process of registering and applying in Grants.gov, please see Appendix B.

## **Deadline: Application**

An application submission is complete if (a) a hard copy of the entire application, with original signatures, has been submitted via overnight delivery by the deadline and (b) the application has been submitted through Grants.gov.

The deadline for applying for funding under this announcement is **August 3, 2010, 8:00 p.m. E.T.** A hard copy must be sent via an overnight delivery method, post-marked by **August 3, 2010** to:

**The Office on Violence Against Women  
c/o Lockheed Martin Aspen Systems Corporation  
OVW Technical Assistance Program  
Mail Stop 2K  
2277 Research Boulevard  
Rockville, MD 20850  
(301) 519-5000**

Applicants are strongly encouraged to submit their applications well in advance of the deadline to ensure a successful submission through Grants.gov. For information on OVW's policy for late applications, please see pages 15-16 of the [Reference Guide](#).

## **Eligibility**

**It is very important that you review this information carefully. Applications that are submitted by non-eligible entities will be screened out during an initial review process and omitted from further review.**

OVW will accept applications from any nonprofit national, tribal, or statewide organization. Organizations must have the capacity to provide training and technical assistance on a national level.

## **OVW Technical Assistance Program – Specific Information**

### **Types of Applicants**

In FY 2010, OVW will accept applications for the OVW Technical Assistance Program from any nonprofit national, tribal, or statewide organization that can demonstrate the capacity to provide training and technical assistance on a national level. OVW will not accept applications from individuals. OVW will accept applications for new projects regardless of whether the organization has previously received funding under this program. Organizations currently funded through the OVW Technical Assistance Program must apply through this solicitation to

be eligible to receive continuation or supplemental funds for an existing project. Organizations with currently-funded TA projects whose project end date occurs before March 31, 2011 may apply to this solicitation for continuation or supplemental funding. Organizations with currently-funded TA projects whose project end date is after March 31, 2011 need not apply for continuation or supplemental funding at this time. However, these organizations may submit an application for a new project that addresses one or more of the targeted topic areas listed in this solicitation.

### **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.

### **Award Period**

Applicants should be aware that awards will be made as cooperative agreements, and OVW will play a substantial role in shaping and monitoring the project. The award period for these cooperative agreements will generally be 12, 24, or 36 months. Award periods for a small number of awards will be five years (see *Program Scope- Comprehensive Technical Assistance Initiatives* below). For 12, 24, or 36-month projects, **budgets must reflect 12, 24, or 36 months of project activity and the total “estimated funding” (block 15) on the SF-424 must reflect this amount.**

If a project is funded as a five-year project, it will initially receive 24 months of funding. Depending on the success of the first two years of the project, an organization will non-competitively apply for the remaining 36 months of funds in FY 2012. Therefore, for five year projects, **budgets must reflect 24 months of project activity and the total “estimated funding” (block 15) on the SF-424 must reflect this amount.**

### **Award Amounts**

Applicants should carefully consider the resources needed to successfully implement the proposed project and present a realistic budget that accurately reflects project costs. OVW Technical Assistance Program funds for FY 2010 will be awarded based on the following guidelines:

- Twelve month projects are eligible for up to \$225,000.
- Twenty-four month projects are eligible for up to \$450,000.
- Thirty-six month projects are eligible for up to \$900,000.
- Five-year comprehensive projects are eligible for up to \$1,750,000 for the first 24 months of the project.

Budget caps listed above are “up to” amounts. OVW has the discretion to award cooperative agreements for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to award of a cooperative agreement. If an applicant can justify an amount higher than the cap listed for a particular project, OVW, at its discretion, may make an award for greater than the cap amount.

### **Program Scope**

Technical assistance activities must be tied to purpose areas of OVW grant programs (see Appendix A), and OVW technical assistance must be provided predominantly to OVW grantees or potential grantees. To learn more about OVW's grant programs, go to [www.ovw.usdoj.gov](http://www.ovw.usdoj.gov) and click on “OVW Grant Programs.”

All OVW technical assistance projects must provide training and technical assistance on a national level. **Local and regional projects will not be considered for funding, nor will projects that focus on the needs of a single tribe. OVW will consider, on a limited basis, projects targeting multi-state or multi-tribal grantees.**

### **Targeted Technical Assistance Projects**

OVW seeks applications that address the targeted topic areas identified below. All applications must be tied to one or more of the purpose areas listed in Appendix A and must predominantly serve the grant recipients or potential grant recipients of one or more OVW grant programs.

In addition, if an applicant wishes to submit an application that does not address one of the topic areas listed below, they may do so, but they will be required to submit additional justification regarding the need for the project, how it relates to an OVW program purpose area (Appendix A) and the intended grantee audience.

Organizations may submit applications covering multiple topic areas; however, they must submit separate and distinct applications for each project. Organizations are highly discouraged from submitting more than one application targeting a single OVW program.

OVW is interested in supporting the following targeted topic areas:

- Provide basic and/or advanced training on sexual assault, domestic violence, dating violence or stalking for: probation officials; court personnel; SANE's; child protection officials; mental health professionals; judges; faith-based organizations; law enforcement officers; prosecutors; housing providers; non-profit, nongovernmental victim advocates; and other relevant partners responding to such crimes.
- Provide training and technical assistance on innovative approaches to developing and utilizing a coordinated community response to sexual assault, domestic violence, dating violence, or stalking.
- Provide basic and/or advanced training to tribal communities on sexual assault, domestic violence, dating violence or stalking for Tribal court personnel, law enforcement personnel, tribal advocates and other relevant partners responding to such crimes.
- Provide training and technical assistance on the establishment and/or sustainability of SANE programs to include encouraging best practices and innovative methods of ensuring access to and the provision of medical forensic examinations to all victims of sexual assault.
- Provide basic training to tribal communities in development of Batterers Intervention Programs.
- Provide training and technical assistance to tribal communities in development of teen dating violence and sexual assault awareness and prevention programs.

- Support OVW in conducting an analysis of the scope and nature of problems related to enforcement of tribal court protection orders in order to improve the level of cooperation between tribal and state courts and law enforcement agencies.
- Provide expert witness training for legal advocates and/or non-profit, nongovernmental victim services attorneys.
- Provide trial advocacy and/or litigation skills training for attorneys.
- Provide training for non-lawyer legal and/or victim advocates who are staff of a legal services program and/or a non-profit, nongovernmental partner of a legal services program on effective legal and non-legal advocacy for victims of sexual assault, domestic violence, dating violence, and stalking.
- Provide training and technical assistance for judges, attorneys, and legal advocates on the problem of battered women losing custody of their children to a batterer or child protective services.
- Provide training and technical assistance to Federal, state, and local courts to improve cultural proficiency within the courts system.
- Provide basic and/or advanced training on immigration for legal advocates and/or non-profit, nongovernmental victim services attorneys, law enforcement, prosecution, and probation officials, including the dynamics of violence against immigrants; services available to immigrant victims; and the legal options for immigrant victims, such as self petitioning, and U or T Visas.
- Provide fatality review training as part of the coordinated community response.
- Provide training and technical assistance for communities planning, developing, or enhancing supervised visitation and safe exchange, including, but not limited to, supervised visitation and exchange in the context of domestic violence and supervised visitation centers as part of a coordinated community response.
- Provide basic and/or advanced training and technical assistance on violence against women with disabilities and Deaf women.
- Support OVW in conducting a national conference on violence against women with disabilities and Deaf women.
- Provide training on violence against women for American Sign Language (ASL) interpreters.
- Provide training and technical assistance for sexual assault and domestic violence programs, as well as the criminal justice system, on the needs and issues of Lesbian, Gay, Bi-sexual, and Transgendered (LGBT) victims.
- Address older individuals who are victims of elder abuse, neglect, and exploitation, including sexual assault, domestic violence, dating violence, or stalking.

- Provide training and technical assistance to faith-based organizations in recognizing and addressing instances of elder abuse, neglect, and exploitation, including domestic violence, dating violence, sexual assault, or stalking.
- Provide training and technical assistance on culturally relevant services for communities of color.
- Provide training and technical assistance on the intersection of violence against women and mental health.
- Provide training and technical assistance on the intersection of violence against women and substance abuse.
- Provide training and technical assistance to states to improve access to, and payment for, forensic exams for victims of sexual assault who do not wish to report the crime at the time of the exam.
- Provide training and technical assistance to assist communities in addressing a sexual assault evidence backlog.
- Provide training and technical assistance related to implementing the recommendations included within the most current version of the *National Protocol for Sexual Assault Medical Forensic Examinations for Adults and Adolescents* and/or the most current version of the *National Training Standards for Sexual Assault Medical Forensic Examiners*.
- Develop and enhance the capacity of grantees to provide sexual assault services in rural communities.
- Develop and enhance the capacity of grantees to address childhood sexual assault.
- Provide training and technical assistance to improve the issuance and enforcement of protection orders, including implementation of the full faith and credit provision of the Violence Against Women Act.
- Provide basic and/or advanced training and technical assistance on the intersection of domestic violence and prisoner re-entry.
- Provide basic and/or advanced training and technical assistance on teen dating violence.

### **Comprehensive Technical Assistance Initiatives**

OVW defines comprehensive projects, for technical assistance purposes, as follows:

- A project which provides a broad range of training and technical assistance supporting the majority of a grant program's purpose areas; or

- A project which addresses the training and technical assistance needs of a particular profession across multiple OVW programs; or
- A project which provides nationwide technical assistance addressing a specific issue or topic area within the Violence Against Women Act. These projects must have the capacity to provide training and technical assistance through a toll-free number, develop and disseminate national resource materials, and deliver in-person training in a variety of venues across the nation. An applicant should be recognized as a national expert on the particular issue.

OVW will support a small number of five-year comprehensive technical assistance initiatives. Organizations applying under this section must show a demonstrated capacity to serve the targeted audience. Those organizations funded to implement five-year technical assistance initiatives will be awarded cooperative agreements with a five-year project period, however, the first award will support 24 months of project activity. Depending on the success of the first two years of the project, an organization may non-competitively apply for the remaining 36 months of funds in FY 2012.

**OVW is not interested in supporting any comprehensive initiatives that are not listed below.**

OVW is interested in supporting the following comprehensive initiatives:

- Discipline-specific (i.e. law enforcement officers; prosecutors; judges; and nonprofit, nongovernmental victim advocates) comprehensive training and technical assistance on domestic violence and/or sexual assault. Organizations applying under this initiative should only apply to provide training and technical assistance to **one** discipline and on **either** domestic violence or sexual assault. Organizations with expertise in both sexual assault and domestic violence should consider submitting separate applications for each issue area.
- Comprehensive training and technical assistance to OVW grantees (or entities that would otherwise be eligible for OVW grant funding) on sexual assault.
- Comprehensive training and technical assistance to OVW grantees (or entities that would otherwise be eligible for OVW grant funding) on domestic violence.
- Comprehensive training and technical assistance to OVW grantees (or entities that would otherwise be eligible for OVW grant funding) on stalking.
- Comprehensive training and technical assistance to OVW grantees (or entities that would otherwise be eligible for OVW grant funding) on dating violence.
- A National Clearinghouse on Sexual Assault of American Indian and Alaska Native women in order to provide training, technical assistance, information, resources and referrals to tribal communities nationwide to develop community-based solutions to issues associated with the sexual assault of adult and adolescent American Indian women and girls; provide on-site training and technical assistance regarding the implementation of OVW's National Indian Country Safe Protocol and OVW's SAFESTAR project; provide assistance in creating response protocols and SART teams; provide on-

site and distance assessments of SANE/SART feasibility and sustainability; provide general information on the nature and dynamics of sexual assault; provide assistance in facilitating SANE training partnerships; hold multi-disciplinary training events on sexual assault; and serve as a general repository of information relevant to sexual assault of American Indian and Alaska Native women.

- Comprehensive technical assistance for OVW TA providers, including the provision of topical roundtables and OVW orientations.
- Comprehensive training and technical assistance for the following OVW grant programs:
  - Grants to Reduce Sexual Assault, Domestic Violence, Dating Violence, and Stalking on Campus Program
  - Transitional Housing Assistance Grants for Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking Program.
  - Safe Havens: Supervised Visitation and Safe Exchange Grant Program
  - Sexual Assault Services Formula Grant Program
  - Sexual Assault Services Culturally Specific Grant Program
  - Grants to Enhance Culturally and Linguistically Specific Services for Victims of Domestic Violence, Dating Violence, Sexual Assault and Stalking Program
  - The Community-Defined Solutions to Violence Against Women Program Solicitation (formerly the Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program)
  - Education, Training and Enhanced Services to End Violence Against and Abuse of Women with Disabilities
  - Enhanced Training and Services to End Violence Against and Abuse of Women Later in Life Program
  - Court Training and Improvements Program
  - Legal Assistance for Victims Grant Program
  - Engaging Men and Youth in Preventing Sexual Assault, Domestic Violence, Dating Violence, and Stalking Grant Program
  - Grants to Indian Tribal Governments Program
  - Rural Domestic Violence, Dating Violence, Sexual Assault, and Stalking Assistance Program
  - Tribal Domestic Violence and Sexual Assault Coalitions Program
  - Services to Advocate for and Respond to Youth Program

- Grants to State Sexual Assault and Domestic Violence Coalitions and Sexual Assault Services to State Coalitions Program

## Performance Measures

All OVW grantees are required to submit semi-annual progress reports, which will be provided to you should you be selected for an award.

For more information, see pages 17-20 of the [Reference Guide](#).

## How To Apply

See pages 13-17 of the [Reference Guide](#) for information regarding “how to apply.” For a step-to-step guide on Grants.Gov, please see Appendix B.

## What An Application Must Include

Applicants must complete each of the following sections as part of their response to this solicitation. **It is the responsibility of the applicant to ensure that its application is complete by the deadline. OVW will remove the application from consideration prior to review if the application is substantially incomplete or received after the deadline without prior permission as described in pages 15-16 of the [Reference Guide](#).** For each section listed below, please note the corresponding maximum point value that may be assigned during the review scoring process. The application should follow the order below for easy reading. Reviewers will not receive any additional materials submitted beyond those required. For example, if an application aimed at a targeted topic area includes a narrative that is 17 pages, the last five pages will be removed prior to review.

Applications must use the following page format requirements:

- Double spaced (except that any included graphs and charts may be single-spaced)
- 8½ x 11 inch paper
- One inch margins
- Type no smaller than 12 point, Times New Roman font
- Include a brief Summary Data Sheet
- Include a Project Abstract (please limit to one page)
- Include a list of all current OVW projects as described below (if applicable)
- **For targeted topic area applications, the Project Narrative section of the application can be no more than 12 pages. For comprehensive TA applications, the page limit of this section is 18.**
- Word processing documents must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).

Sections I through XIII below describe the specific elements of a complete application.

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

Please see page 6 of the [Reference Guide](#) for additional information. This form will be filled out online and you should print out a copy for your hard copy submission.

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

Please see page 7 of the [Reference Guide](#) for additional information. These forms will be filled out online. You should print out a copy for your hard copy submission.

## **III. Financial Accounting Practices**

Each applicant must prepare a response to the following questions. This section of your application should be no more than two pages and should be a separate attachment to the application in Grants.gov and a separate section in the hard copy.

- Will all funds awarded under this program be maintained in an account that is separate and distinct from other sources of revenue/funding?
- Does the applicant have written accounting procedures?
- What type of inventory system does the applicant have in place?
- Does the applicant's current accounting system allow the applicant to separately track grant draw-downs and expenditures?
- Does the applicant have a risk management assessment process in place to identify and mitigate potential risks?
- What is the applicant's records retention policy?
- Has the individual primarily responsible for fiscal oversight attended a Fiscal Management Training Seminar held by a U.S. government agency? If yes, when and at which government agency?

## **IV. Summary Data Sheet (5 Points)**

Please list the following information on a single page. The Summary Data Sheet should be a separate attachment to the application in Grants.gov and a separate section in the hard copy.

- Name, title, address, phone number, and e-mail address for the authorized representative (Please see page 6 of the [Reference Guide](#) for more information on who can be an authorized representative).
- Name, title, address, phone number, and e-mail address for the project point-of-contact.
- Whether the agency has expended \$500,000 in federal funds in the past fiscal year. If yes, please specify the end date of the fiscal year.
- The targeted topic area/s or the comprehensive initiative the application is addressing.
- The target audience (include which grant program recipients or disciplines will be targeted)
- The duration of the project (i.e., 12, 24, 36 months or five years).

## **V. Proposal Abstract**

The Proposal Abstract should provide a short and accurate summary of your proposed project including its goals and objectives. Please do not summarize past accomplishments in this

section. The Proposal Abstract should be a single page and should be a separate attachment to the application in Grants.gov. The hard copy version of the abstract should also be in a separate section.

The Proposal Abstract **must not** be submitted on the same page as the Summary Data Sheet.

## VI. Summary of Current OVW Projects

For each current OVW Project, as defined in page 7 of the OVW [Reference Guide](#), please provide the following information:

- Identify the cooperative agreement by title, award number, and project period.
- Specify the total funds remaining in each grant as of the date of application.

This section should be clear and succinct. This should be a separate attachment to the application in Grants.gov and a separate section in the hard copy.

In addition to this information, OVW will evaluate the performance of the applicant in all current cooperative agreements as a factor in the consideration of this application. Please note that applicants that have previously been OVW grantees and have failed to meet grant deadlines, failed to comply with financial requirements, or failed to comply with special conditions from previous grants may not be considered for funding.

## VII. Project Narrative (Total 70 Points)

The following narrative should be a separate attachment to the application in Grants.gov and a separate section in the hard copy. **For applications related to a targeted topic area, the Project Narrative may not exceed 12 pages in length, double-spaced. The page limit for comprehensive TA applications is 18.** Please number the pages of your narrative.

### A. What Will Be Done (30 points)

This section should include the following:

- Describe the target audience for the technical assistance (discipline, grant program, etc.).
- Identify the targeted topic area or comprehensive initiative the project addresses and explain why you believe this is an area in need of technical assistance.
- If you are proposing a project that does not address one of the targeted topic areas or comprehensive initiatives, you must include justification regarding the need for the project, how it relates to an OVW program purpose area (Appendix A) and the intended grantee audience.
- Identify what OVW purpose area/s the project will address (see Appendix A)
- State the goals and objectives of the technical assistance proposal.
- Provide a summary of activities that will be undertaken to accomplish the project goals and objectives and provide a corresponding timeline for the completion of each activity. Organizations applying for five-year projects must include a timeline that covers five years.
- Describe and justify any and all products that will be developed, including a timeline for the development and dissemination of each product. Include a dissemination plan for the products.

B. Who Will Implement the Project (30 points)

This section should include the following:

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

C. What Are the Technical Assistance Delivery Methods? (10 points)

This section should include the following:

- Identify and describe how the proposed technical assistance will be delivered. Examples of delivery methods can include teleconference and videoconference; web-casting; regional or national meetings; focus groups; conferences; train-the-trainer sessions; on-site technical assistance (if you are proposing on-site assistance with OVW grantees, you must describe your capacity and experience to do so).
- Explain why these methods have been selected.
- Explain how these methods match the needs of the target audience.

**VIII. Budget Detail Worksheet and Narrative (Total 15 Points)**

**For more information and samples, please see pages 9-12 of the [Reference Guide](#).** The Budget Worksheet and Narrative should be one attachment to the application in Grants.gov and a separate section in the hard copy.

Budget Limits

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs. Projects targeting the recipients of STOP Violence Against Women Formula Grant Program subgrants or Grants to State Sexual Assault and Domestic Violence Coalitions must include sufficient funds to cover grantee travel expenses. OVW Technical Assistance Program funds for FY 2010 will be awarded based on the following guidelines:

- Twelve month projects are eligible for up to \$225,000
- Twenty-four month projects are eligible for up to \$450,000
- Thirty-six month projects are eligible for up to \$900,000
- Five-year comprehensive projects are eligible for up to \$1,750,000 for the first 24 months of the project.

Budget caps listed above are "up to" amounts; applicants should carefully consider the resources necessary to implement the proposed project and apply for less than the cap amount, if that is warranted. If an applicant can justify an amount higher than the cap listed for a particular project, OVW will consider making an award for greater than the cap amount.

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

#### Budget Requirements

For budget guidelines, see pages 9-12 of the [Reference Guide](#).

Organizations applying for five year comprehensive initiatives must include a project timeline for the full five years of project activity, however, they should only submit budgets for the first 24 months of project activity.

A Sample Budget Detail Worksheet is available at [http://www.ojp.usdoj.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.usdoj.gov/funding/forms/budget_detail.pdf) . When preparing the 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 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.

The budget narrative should support all costs included in the budget and justify the purpose of the costs in relationship to fulfilling the overall objective of the project. The narrative should also include a description of services being performed and how the cost is determined.

#### **IX. Letters of Support (Total 10 points)**

Applicants are required to submit letters of support. The letters of support should be submitted as attachments to the application in Grants.gov and a separate section in the hard copy.

Letters of support must be included from all project partners. Letters should describe the partners' role in the project, as well as their commitment to the collaboration. Letters from an organization's constituency may also be included, describing the capability of that organization to carry out the proposed work. Please note, OVW may request a signed Memorandum of Understanding between project partners prior to making an award.

#### **X. 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](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 and a separate section in the hard copy.

#### **XI. Financial Capability Questionnaire**

All nonprofit, nongovernmental organizations that apply for funding from OVW and have not previously (or within the last 3 years) received funding from OVW or the Office of Justice Programs (OJP) must complete a Financial Capability Questionnaire. The form can be found at [http://www.ojp.usdoj.gov/funding/forms/financial\\_capability.pdf](http://www.ojp.usdoj.gov/funding/forms/financial_capability.pdf) . The cognizant federal audit agency and fiscal year should be included on the first page. In addition, the applicant must submit their current year's audit report with the Financial Capability Questionnaire. This should be a separate attachment to the application in Grants.gov or GMS. This document does not need to be included in the hard copy.

## **XII. Indirect Cost Rate Agreement**

Applicants that have established a federally-approved indirect cost rate may request indirect costs to support the project. Please include a copy of a current, signed federally-approved indirect cost rate agreement. If you need additional information on this requirement, you may go to <http://www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm> . This should be a separate attachment to the application in Grants.gov and a separate section in the hard copy.

## **Selection Criteria**

All applications will be rated on the criteria described in each section above. The total points possible for an application are 100 (5 points for Summary Data Sheet, 70 points for Narrative, 15 points for Budget, and 10 points for the Letters of Support).

**Additionally, current projects will be rated by OVW using the following criteria:**

- Whether progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the current project, indicating progress toward meeting project goals and objectives, and demonstrate that the current project has progressed in a timely manner as outlined in the original proposal;
- Whether the grantee has demonstrated that past activities supported with OVW grant funds have been limited to program purpose areas;
- Whether the grantee has complied with all special conditions of its existing grant award(s) from OVW;
- Whether the grantee has adhered to programmatic and financial reporting requirements, including timely submission of required reports;
- Whether the grantee has demonstrated a commitment to sustaining the project after federal funds are no longer available;
- Whether the grantee has closed-out prior awards in a timely manner;
- Whether the grantee appropriately utilized and actively participated in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current award;
- Whether the grantee has received financial clearances on all current grants from OVW;
- Whether the grantee has complied with the Office of Management and Budget single-audit requirement; and
- Whether grant funds were spent in a timely manner.

Applicants with an OVW grant history that failed to meet grant deadlines, did not comply with financial requirements, or did not comply with special conditions from previous grants may not be considered for funding. In addition, if an applicant is on the OJP High Risk Grantee list, OVW will take this into consideration in making award determinations.

## **Review Process**

All applications will be subject to an initial screening and an internal review by OVW staff, and will be scored according to the criteria set forth in this solicitation. **If the application fails to**

**meet the criteria listed below for the initial internal review, the application will not receive further consideration.**

### **OVW Initial Screening**

Criteria for the OVW initial screening follow:

- Whether the applicant is a nonprofit national, tribal, or statewide organization (see page 4);
- Whether the application is complete (see pages 11-16);
- Whether the proposed activities are within the scope of the program (see page 6); and
- Whether the proposed project will provide training and technical assistance on a national level (see page 6).

## **Additional Requirements**

For information on additional requirements that apply to all OVW applicants and grantees, see pages 21-22 of the [Reference Guide](#).

## **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 per form. 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, 800 K Street, NW, Washington, DC 20530.

## **Application Checklist**

Applicants must submit a fully executed application to OVW via overnight delivery, including all required supporting documentation. If you do not have the ability to upload signed documents, you may upload an unsigned version and include the signed original in the hard copy of the application. **Applications will not be accepted via facsimile. Although the application needs to be submitted through Grants.gov as well as in hard copy form, the hard copy will be reviewed.**

<b>Application Document</b>	<b>Required?</b>	<b>Completed?</b>
<b>1. Standard Form 424</b>	<b>Yes</b>	
<b>2. Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)</b>	<b>Yes</b>	
<b>3. Financial Accounting Practices</b>	<b>Yes</b>	
<b>4. Summary Data Sheet</b>	<b>Yes</b>	
<b>5. Proposal Abstract</b>	<b>Yes</b>	
<b>6. Summary of Current OVW Projects</b>	<b>Yes, if applicable</b>	

<b>7. Narrative. The following sections must be included</b>	<b>Yes</b>	
<b>What will be Done</b>		
<b>Who will Implement</b>		
<b>What are the Technical Assistance Delivery Methods</b>		
<b>8. Budget, Budget Narrative and Budget Summary</b>	<b>Yes</b>	
<b>9. Letters of Support</b>	<b>Yes</b>	
<b>10. Letter of Nonsupplanting</b>	<b>Yes</b>	
<b>11. Financial Capability Questionnaire (nonprofits only, see page 15 for details.)</b>	<b>Yes, if applicable</b>	
<b>12. Indirect Cost Rate Agreement (only if the applicant has a current Federally-approved rate)</b>	<b>Yes, if applicable</b>	

Applicants must send **via overnight delivery** a complete hard copy original of the application, **postmarked by August 3, 2010** to:

**The Office on Violence Against Women  
c/o Lockheed Martin Aspen Systems Corporation  
OVW Technical Assistance Program  
Mail Stop 2K  
2277 Research Boulevard  
Rockville, MD 20850  
(301) 519-5000**

Detailed instructions on how to use the Grants.gov system to submit your application online are available at [www.grants.gov](http://www.grants.gov) and in Appendix B. Also, a toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, **1-800-518-4726**, Monday through Friday from 7 a.m. to 9 p.m., E.T.

**APPENDIX A**

**OVW Program Purpose Areas**

## STOP VIOLENCE AGAINST WOMEN FORMULA GRANTS

- (1) Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence;
- (2) developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including the crimes of sexual assault and domestic violence;
- (3) developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of sexual assault and domestic violence;
- (4) developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of sexual assault and domestic violence;
- (5) developing, enlarging, or strengthening victim services programs, including sexual assault, domestic violence and dating violence programs, developing or improving delivery of victim services to underserved populations, providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of sexual assault and domestic violence;
- (6) developing, enlarging, or strengthening programs addressing stalking;
- (7) developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of sexual assault and domestic violence;
- (8) supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by State funds, to coordinate the response of State law enforcement agencies, prosecutors, courts, victim services agencies, and other State agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence;
- (9) training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault;
- (10) developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of domestic violence or sexual assault, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals;
- (11) providing assistance to victims of domestic violence and sexual assault in immigration matters;

(12) maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families;

(13) supporting the placement of special victim assistants (to be known as "Jessica Gonzales Victim Assistants") in local law enforcement agencies to serve as liaisons between victims of domestic violence, dating violence, sexual assault, and stalking and personnel in local law enforcement agencies in order to improve the enforcement of protection orders. Jessica Gonzales Victim Assistants shall have expertise in domestic violence, dating violence, sexual assault, or stalking and may undertake the following activities--

(A) developing, in collaboration with prosecutors, courts, and victim service providers, standardized response policies for local law enforcement agencies, including triage protocols to ensure that dangerous or potentially lethal cases are identified and prioritized;

(B) notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency;

(C) referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services); and

(D) taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order; and

(14) providing funding to law enforcement agencies, nonprofit nongovernmental victim services providers, and State, tribal, territorial, and local governments, (which funding stream shall be known as the Crystal Judson Domestic Violence Protocol Program) to promote--

(A) the development and implementation of training for local victim domestic violence service providers, and to fund victim services personnel, to be known as "Crystal Judson Victim Advocates," to provide supportive services and advocacy for victims of domestic violence committed by law enforcement personnel;

(B) the implementation of protocols within law enforcement agencies to ensure consistent and effective responses to the commission of domestic violence by personnel within such agencies (such as the model policy promulgated by the International Association of Chiefs of Police ("Domestic Violence by Police Officers: A Policy of the IACP, Police Response to Violence Against Women Project" July 2003));

(C) the development of such protocols in collaboration with State, tribal, territorial and local victim service providers and domestic violence coalitions.

#### GRANTS TO STATE SEXUAL ASSAULT AND DOMESTIC VIOLENCE COALITIONS

Coordinating State victim services activities, and collaborating and coordinating with Federal, State, and local entities engaged in violence against women activities.

## TRIBAL DOMESTIC VIOLENCE AND SEXUAL ASSAULT COALITIONS PROGRAM

- (1) Increasing awareness of domestic violence and sexual assault against American Indian and Alaska Native women;
- (2) enhancing the response to violence against American Indian and Alaska Native women at the tribal, Federal, and State levels; and
- (3) identifying and providing technical assistance to coalition membership and tribal communities to enhance access to essential services to American Indian women victimized by domestic and sexual violence.

## LEGAL ASSISTANCE FOR VICTIMS

- (1) To implement, expand, and establish cooperative efforts and projects between domestic violence, dating violence, and sexual assault victim services organizations and legal assistance providers to provide legal assistance for victims of domestic violence, dating violence, stalking, and sexual assault;
- (2) to implement, expand, and establish efforts and projects to provide legal assistance for victims of domestic violence, dating violence, stalking, and sexual assault by organizations with a demonstrated history of providing direct legal or advocacy services on behalf of these victims; and
- (3) to provide training, technical assistance, and data collection to improve the capacity of grantees and other entities to offer legal assistance to victims of domestic violence, dating violence, stalking, and sexual assault.

## EDUCATION, TRAINING, AND ENHANCED SERVICES TO END VIOLENCE AGAINST AND ABUSE OF WOMEN WITH DISABILITIES

- (1) To provide personnel, training, technical assistance, advocacy, intervention, risk reduction and prevention of domestic violence, dating violence, stalking, and sexual assault against disabled individuals;
- (2) to conduct outreach activities to ensure that disabled individuals who are victims of domestic violence, dating violence, stalking, or sexual assault receive appropriate assistance;
- (3) to conduct cross-training for victim service organizations, governmental agencies, courts, law enforcement, and nonprofit, nongovernmental organizations serving individuals with disabilities about risk reduction, intervention, prevention and the nature of domestic violence, dating violence, stalking, and sexual assault for disabled individuals;
- (4) to provide technical assistance to assist with modifications to existing policies, protocols, and procedures to ensure equal access to the services, programs, and activities of victim service organizations for disabled individuals;
- (5) to provide training and technical assistance on the requirements of shelters and victim services organizations under Federal antidiscrimination laws, including--

(A) the Americans with Disabilities Act of 1990; and

(B) section 794 of Title 29;

(7) to provide advocacy and intervention services for disabled individuals who are victims of domestic violence, dating violence, stalking, or sexual assault; or

(8) to develop model programs providing advocacy and intervention services within organizations serving disabled individuals who are victims of domestic violence, dating violence, sexual assault, or stalking.

#### GRANTS TO INDIAN TRIBAL GOVERNMENTS PROGRAM

(1) To develop and enhance effective governmental strategies to curtail violent crimes against and increase the safety of Indian women consistent with tribal law and custom;

(2) to increase tribal capacity to respond to domestic violence, dating violence, sexual assault, and stalking crimes against Indian women;

(3) to strengthen tribal justice interventions including tribal law enforcement, prosecution, courts, probation, correctional facilities;

(4) to enhance services to Indian women victimized by domestic violence, dating violence, sexual assault, and stalking;

(5) to work in cooperation with the community to develop education and prevention strategies directed toward issues of domestic violence, dating violence, and stalking programs and to address the needs of children exposed to domestic violence;

(6) to provide programs for supervised visitation and safe visitation exchange of children in situations involving domestic violence, sexual assault, or stalking committed by one parent against the other with appropriate security measures, policies, and procedures to protect the safety of victims and their children;

(7) to provide transitional housing for victims of domestic violence, dating violence, sexual assault, or stalking, including rental or utilities payments assistance and assistance with related expenses such as security deposits and other costs incidental to relocation to transitional housing, and support services to enable a victim of domestic violence, dating violence, sexual assault, or stalking to locate and secure permanent housing and integrate into a community; and

(8) to provide legal assistance necessary to provide effective aid to victims of domestic violence, dating violence, stalking, or sexual assault who are seeking relief in legal matters arising as a consequence of that abuse or violence, at minimal or no cost to the victims.

GRANTS TO ENCOURAGE ARREST POLICIES AND ENFORCEMENT OF PROTECTION ORDERS

- (1) To implement proarrest programs and policies in police departments, including policies for protection order violations;
- (2) to develop policies, educational programs, protection order registries, and training in police departments to improve tracking of cases involving domestic violence, dating violence, sexual assault, and stalking. Policies, educational programs, protection order registries, and training described in this paragraph shall incorporate confidentiality, and privacy protections for victims of domestic violence, dating violence, sexual assault, and stalking;
- (3) to centralize and coordinate police enforcement, prosecution, or judicial responsibility for domestic violence, dating violence, sexual assault, and stalking cases in teams or units of police officers, prosecutors, parole and probation officers, or judges;
- (4) to coordinate computer tracking systems to ensure communication between police, prosecutors, parole and probation officers, and both criminal and family courts;
- (5) to strengthen legal advocacy service programs for victims of domestic violence, dating violence, sexual assault, and stalking, including strengthening assistance to such victims in immigration matters;
- (6) to educate judges in criminal and civil courts (including juvenile courts) about domestic violence, dating violence, sexual assault, and stalking and to improve judicial handling of such cases;
- (7) to provide technical assistance and computer and other equipment to police departments, prosecutors, courts, and tribal jurisdictions to facilitate the widespread enforcement of protection orders, including interstate enforcement, enforcement between States and tribal jurisdictions, and enforcement between tribal jurisdictions;
- (8) to develop or strengthen policies and training for police, prosecutors, and the judiciary in recognizing, investigating, and prosecuting instances of domestic violence and sexual assault against older individuals (as defined in section 3002 of this title) and individuals with disabilities (as defined in section 12102(2) of this title);
- (9) to develop State, tribal, territorial, or local policies, procedures, and protocols for preventing dual arrests and prosecutions in cases of domestic violence, dating violence, sexual assault, and stalking, and to develop effective methods for identifying the pattern and history of abuse that indicates which party is the actual perpetrator of abuse;
- (10) to plan, develop and establish comprehensive victim service and support centers, such as family justice centers, designed to bring together victim advocates from non-profit, non-governmental victim services organizations, law enforcement officers, prosecutors, probation officers, governmental victim assistants, forensic medical professionals, civil legal attorneys, chaplains, legal advocates, representatives from community-based organizations and other relevant public or private agencies or organizations into one centralized location, in order to improve safety, access to services, and confidentiality for victims and families. Although funds may be used to support the colocation of project partners under this paragraph, funds may not

support construction or major renovation expenses or activities that fall outside of the scope of the other statutory purpose areas;

(11) to develop and implement policies and training for police, prosecutors, probation and parole officers, and the judiciary in recognizing, investigating, and prosecuting instances of sexual assault, with an emphasis on recognizing the threat to the community for repeat crime perpetration by such individuals;

(12) to develop, enhance, and maintain protection order registries; and

(13) to develop human immunodeficiency virus (HIV) testing programs for sexual assault perpetrators and notification and counseling protocols.

#### RURAL DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, STALKING, AND CHILD VICTIMIZATION ENFORCEMENT ASSISTANCE PROGRAM

(1) Implementing, expanding, and establishing cooperative efforts and projects among law enforcement officers, prosecutors, victim advocacy groups, and other related parties to investigate and prosecute incidents of domestic violence, dating violence, sexual assault, and stalking;

(2) providing treatment, counseling, advocacy, and other long- and short-term assistance to adult and minor victims of domestic violence, dating violence, sexual assault, and stalking in rural communities, including assistance in immigration matters; and

(3) working in cooperation with the community to develop education and prevention strategies directed toward such issues.

#### GRANTS TO COMBAT DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING ON CAMPUS

(1) To provide personnel, training, technical assistance, data collection, and other equipment with respect to the increased apprehension, investigation, and adjudication of persons committing domestic violence, dating violence, sexual assault, and stalking on campus;

(2) to develop and implement campus policies, protocols, and services that more effectively identify and respond to the crimes of domestic violence, dating violence, sexual assault, and stalking and to train campus administrators, campus security personnel, and personnel serving on campus disciplinary or judicial boards on such policies, protocols, and services. Within 90 days after January 5, 2006, the Attorney General shall issue and make available minimum standards of training relating to domestic violence, dating violence, sexual assault, and stalking on campus, for all campus security personnel and personnel serving on campus disciplinary or judicial boards;

(3) to implement and operate education programs for the prevention of domestic violence, dating violence, sexual assault, and stalking;

(4) to develop, enlarge, or strengthen victim services programs on the campuses of the institutions involved, including programs providing legal, medical, or psychological counseling,

for victims of domestic violence, dating violence, sexual assault, and stalking, and to improve delivery of victim assistance on campus. To the extent practicable, such an institution shall collaborate with any entities carrying out nonprofit and other victim services programs, including domestic violence, dating violence, sexual assault, and stalking victim services programs in the community in which the institution is located. If appropriate victim services programs are not available in the community or are not accessible to students, the institution shall, to the extent practicable, provide a victim services program on campus or create a victim services program in collaboration with a community-based organization. The institution shall use not less than 20 percent of the funds made available through the grant for a victim services program provided in accordance with this paragraph;

(5) to create, disseminate, or otherwise provide assistance and information about victims' options on and off campus to bring disciplinary or other legal action, including assistance to victims in immigration matters;

(6) to develop, install, or expand data collection and communication systems, including computerized systems, linking campus security to the local law enforcement for the purpose of identifying and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions with respect to the crimes of domestic violence, dating violence, sexual assault, and stalking on campus;

(7) to provide capital improvements (including improved lighting and communications facilities but not including the construction of buildings) on campuses to address the crimes of domestic violence, dating violence, sexual assault, and stalking; and

(8) to support improved coordination among campus administrators, campus security personnel, and local law enforcement to reduce domestic violence, dating violence, sexual assault, and stalking on campus.

#### SAFE HAVENS: SUPERVISED VISITATION AND SAFE EXCHANGE GRANT PROGRAM

(1) To provide supervised visitation and safe visitation exchange of children by and between parents in situations involving domestic violence, dating violence, child abuse, sexual assault, or stalking;

(2) to protect children from the trauma of witnessing domestic or dating violence or experiencing abduction, injury, or death during parent and child visitation exchanges;

(3) to protect parents or caretakers who are victims of domestic and dating violence from experiencing further violence, abuse, and threats during child visitation exchanges; and

(4) to protect children from the trauma of experiencing sexual assault or other forms of physical assault or abuse during parent and child visitation and visitation exchanges.

#### ENHANCED TRAINING AND SERVICES TO END VIOLENCE AGAINST AND ABUSE OF WOMEN LATER IN LIFE

(1) 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 domestic violence, dating violence, sexual assault, or stalking against victims who are 50 years of age or older;

(2) providing or enhancing services for victims of elder abuse, neglect, and exploitation, including domestic violence, dating violence, sexual assault, or stalking, who are 50 years of age or older;

(3) creating or supporting multidisciplinary collaborative community responses to victims of elder abuse, neglect, and exploitation, including domestic violence, dating violence, sexual assault, and stalking, who are 50 years of age or older; and

(4) 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 domestic violence, dating violence, sexual assault, and stalking, who are 50 years of age or older.

#### TRANSITIONAL HOUSING ASSISTANCE GRANTS FOR CHILD VICTIMS OF DOMESTIC VIOLENCE, STALKING, OR SEXUAL ASSAULT

(1) Providing transitional housing, including funding for the operating expenses of newly developed or existing transitional housing;

(2) providing short-term housing assistance, including rental or utilities payments assistance and assistance with related expenses such as payment of security deposits and other costs incidental to relocation to transitional housing for persons described in subsection (a) of this section; and

(3) providing support services designed to enable a minor, an adult, or a dependent of such minor or adult, who is fleeing a situation of domestic violence, dating violence, sexual assault, or stalking to--

(A) locate and secure permanent housing; and

(B) integrate into a community by providing that minor, adult, or dependent with services, such as transportation, counseling, child care services, case management, employment counseling, and other assistance. Participation in the support services shall be voluntary. Receipt of the benefits of the housing assistance described in paragraph (2) shall not be conditioned upon the participation of the youth, adults, or their dependents in any or all of the support services offered them.

#### ENHANCING CULTURALLY AND LINGUISTICALLY SPECIFIC SERVICES FOR VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING

Enhancing culturally and linguistically specific services for victims of domestic violence, dating violence, sexual assault, and stalking.

## SERVICES TO ADVOCATE FOR AND RESPOND TO YOUTH

(1) Grantees must provide direct counseling and advocacy for youth and young adults, who have experienced domestic violence, dating violence, sexual assault, or stalking, including linguistically, culturally, and community-relevant services for underserved populations or linkages to existing services in the community tailored to the needs of underserved populations.

(2) Grantees may also provide mental health services, legal advocacy, and other services for youth and young adult victims of domestic violence, dating violence, sexual assault, and stalking and may work with public officials and agencies to develop and implement policies, rules, and procedures in order to reduce or eliminate these crimes against youth and young adults.

## ENGAGING MEN AND YOUTH IN PREVENTING DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING

(1) To develop or enhance community-based programs, including gender-specific programs in accordance with applicable laws that--

(A) encourage children and youth to pursue nonviolent relationships and reduce their risk of becoming victims or perpetrators of domestic violence, dating violence, sexual assault, or stalking; and

(B) that include at a minimum information on domestic violence, dating violence, sexual assault, stalking, or child sexual abuse and how they affect children and youth, and strategies to help participants be as safe as possible; or

(2) to create public education campaigns and community organizing to encourage men and boys to work as allies with women and girls to prevent violence against women and girls conducted by entities that have experience in conducting public education campaigns that address domestic violence, dating violence, sexual assault, or stalking.

## COURT TRAINING AND IMPROVEMENTS

(1) Improved internal civil and criminal court functions, responses, practices, and procedures;

(2) education for court-based and court-related personnel on issues relating to victims' needs, including safety, security, privacy, confidentiality, and economic independence, as well as information about perpetrator behavior and best practices for holding perpetrators accountable;

(3) collaboration and training with Federal, State, tribal, territorial, and local public agencies and officials and nonprofit, nongovernmental organizations to improve implementation and enforcement of relevant Federal, State, tribal, territorial, and local law;

(4) enabling courts or court-based or court-related programs to develop new or enhance current--

(A) court infrastructure (such as specialized courts, dockets, intake centers, or interpreter services);

(B) community-based initiatives within the court system (such as court watch programs, victim assistants, or community-based supplementary services);

(C) offender management, monitoring, and accountability programs;

(D) safe and confidential information-storage and -sharing databases within and between court systems;

(E) education and outreach programs to improve community access, including enhanced access for underserved populations; and

(F) other projects likely to improve court responses to domestic violence, dating violence, sexual assault, and stalking; and

(5) providing technical assistance to Federal, State, tribal, territorial, or local courts wishing to improve their practices and procedures or to develop new programs.

#### CHILDREN AND YOUTH EXPOSED TO VIOLENCE

(1) programs that provide services for children exposed to domestic violence, dating violence, sexual assault, or stalking, which may include direct counseling, advocacy, or mentoring, and must include support for the nonabusing parent or the child's caretaker; or

(2) training, coordination, and advocacy for programs that serve children and youth (such as Head Start, child care, and after-school programs) on how to safely and confidentially identify children and families experiencing domestic violence and properly refer them to programs that can provide direct services to the family and children, and coordination with other domestic violence or other programs serving children exposed to domestic violence, dating violence, sexual assault, or stalking that can provide the training and direct services referenced in this subsection.

#### SEXUAL ASSAULT SERVICES PROGRAM

(1) to assist States, Indian tribes, and territories in providing intervention, advocacy, accompaniment, support services, and related assistance for--

(A) adult, youth, and child victims of sexual assault;

(B) family and household members of such victims; and

(C) those collaterally affected by the victimization, except for the perpetrator of such victimization; and

(2) to provide for technical assistance and training relating to sexual assault to--

(A) Federal, State, tribal, territorial and local governments, law enforcement agencies, and courts;

(B) professionals working in legal, social service, and health care settings;

- (C) nonprofit organizations;
- (D) faith-based organizations; and
- (E) other individuals and organizations seeking such assistance.

**APPENDIX B**

**Step-by-Step Guide to Grants.gov**

## How to Apply

OVW is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. Grants.gov, part of this initiative, is a "storefront" that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding. This fiscal year, OVW is requiring that all discretionary, competitive grant programs be administered through Grants.gov. Application attachments submitted via Grants.gov must be in one of the following formats: Microsoft Word (\*.doc), PDF (\*.pdf), or text (\*.txt).

If you experience difficulties at any point during this process, please call the Grants.gov customer support hotline at **1-800-518-4726**.

The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation 16.529, titled "Education and Technical Assistance Grant to End Violence Against Women with Disabilities."

### Step 1: Registering

**Note:** Registering with Grants.gov is a one-time process; however, if you are a first time registrant **it could take 3-5 business days to have your registration validated, confirmed, and receive your user name and password**. It is highly recommended you start the registration process as early as possible to prevent delays in submitting your application package to our agency by the deadline specified. While your registration is pending, you may continue with steps 2, 3, and 4 of these instructions. Registration must be complete for you to be able to submit (step 5) and track (step 6) an application.

#### **e-Business Point of Contact:**

Grants.gov requires an organization to first be registered in the Central Contract Registry (CCR) before beginning the Grants.gov registration process. If you plan to authorize representatives of your organization to submit grant applications through Grants.gov, proceed with the following steps. If you plan to submit a grant application yourself and sign grant applications and provide the required certifications and/or assurances necessary to fulfill the requirements of the application process, proceed to DUNS Number and then skip to the Authorized Organization Representative and Individuals section.

- Go to [www.grants.gov](http://www.grants.gov), and click on the "Get Started" tab at the top of the screen.
- Click the "e-Business Point of Contact (POC)" option and click the "GO" button on the bottom right of the screen.

If you have already registered with Grants.gov, you may log in and update your profile from this screen.

- To begin the registration process, click the "Register your Organization [Required]" or "Complete Registration Process [Required]" links. You may print a registration checklist by accessing [www.grants.gov/assets/OrganizationRegCheck.pdf](http://www.grants.gov/assets/OrganizationRegCheck.pdf).

**DUNS Number:**

- You must first request a Data Universal Numbering System (DUNS) number. Click “Step 1. Request a DUNS Number.” If you are applying as an individual, please skip to “Authorized Organization Representative and Individuals.” If you are applying on behalf of an organization that already has a DUNS number, please proceed to “Step 2. Register with Central Contractor Registry (CCR).” You may obtain a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at 1-866-705-5711.

**Central Contractor Registry (CCR):**

**Note:** Registering with the CCR, updating or changing your profile could take up to 24 hours to be confirmed and validated. This delay could prevent your application from being submitted by the deadline specified, so you should register or make changes to your profile as early in the process as possible

Once you have a DUNS number, click on “Step 2. Register with Central Contractor Registry (CCR).” Here you are required to designate an individual as a point of contact. This point of contact is the sole authority for the organization and has the capability of issuing or revoking another individual’s authority to submit grant applications through Grants.gov.

A registration worksheet is provided to assist in the CCR registration process at [www.ccr.gov/CCRRegTemplate.pdf](http://www.ccr.gov/CCRRegTemplate.pdf). It is recommended you review the “Tips for registering with the CCR” at the bottom of this template.

- Go to [www.ccr.gov](http://www.ccr.gov) or click on the CCR icon in the middle of the screen to begin the registration process. To see if your organization is already registered, click “Search CCR” at the top left side of the screen. Search entries must be exact to accurately search the database. If your organization is already registered, you can scroll down and see who the e-Business POC is for your agency. If your organization is not already registered, return to the CCR home page and click “Start New Registration” at the top left of the screen.
- If you have problems or questions about the CCR registration process, please contact the CCR Assistance Center at 1-888-227-2423.
- Once your registration is complete, you will receive an e-mail with a Trading Partner Identification Number (TPIN) and Marketing Partner Identification Number (MPIN) number. You will need the MPIN number to register with Grants.gov. If your organization is already registered with the CCR, you will need to obtain the MPIN number from your e-Business POC.

**Authorize your Organization Representative:**

- Click “Step 3. Authorize your Organization Representative.” Follow steps 1-4. You will need your DUNS + 4 digit number and the MPIN number CCR e-mailed to you.

**Log in as e-Business Point of Contact:**

- You may now go to “Step 4. Log in as e-Business Point of Contact.” Here you may authorize or revoke the authority of the Authorized Organization Representative (AOR).
- Once you are logged in, go to Step 2. Downloading the Application Viewer, below.

**Authorized Organization Representative and Individuals:**

If you plan to submit a grant application as an individual or an Authorized Organization Representative, with authority to sign grant applications and the required certifications and/or assurances necessary to fulfill the requirements of the application process, proceed with the following steps.

- Go to [www.grants.gov](http://www.grants.gov) and click on the “Get Started” tab at the top of the screen.
- Click the “Authorized Organization Representative (AOR)” option and click the “GO” button to the bottom right of the screen. If you are applying as an individual, click the “Individuals” option and click the “GO” button to the bottom right of the screen.
- If you have previously registered as an AOR, you may start searching for this grant opportunity from this page. Otherwise, you must complete the first-time registration by clicking “Complete First-Time Registration [Required].” You also may click on “Review Registration Checklist” and print a checklist for the following steps (see [www.grants.gov/assets/AORRegCheck.pdf](http://www.grants.gov/assets/AORRegCheck.pdf)).
- Individuals may click the “registration checklist” for help in walking through the registration process.

**Credential Provider:**

Once you have entered the registration process, you must register with the credential provider, to safeguard the security of your electronic information. You must have your agency’s or individual DUNS + 4 digit number to complete this process. Now, click on “Step 1. Register with a Credential Provider.” Enter your DUNS number and click “Register.” Once you have entered the required information, click the “Submit” button.

- If you should need help with this process, please contact the Credential Provider Customer Service at 1–800–386–6820.
- It can take up to 24 hours for your credential provider information to synchronize with Grants.gov. Attempting to register with Grants.gov before the synchronization is complete may be unsuccessful.

**Grants.gov:**

- After completing the credential provider steps above, click “Step 2. Register with Grants.gov.” Enter the same user name and password used when registering with the credential provider. You will then be asked to provide identifying information and your organization’s DUNS number. After you have completed the registration process, Grants.gov will notify the e-Business POC for assignment of user privileges.
- Complete the “Authorized Organization Representative User Profile” screen and click “Submit.”

**Note:** Individuals do not need to continue to the “Organizational Approval” step below.

**Organization Approval:**

- Prior to submitting a grant application package, you must receive approval to submit on behalf of your organization. This requirement prevents individuals from submitting grant

application packages without permission. A notice is automatically sent to your organization's e-Business POC. Then, your e-Business POC approves your request to become an AOR. You may go to [www.ccr.gov](http://www.ccr.gov) to search for your organization and retrieve your e-Business POC contact information.

- Once organization approval is complete, you will be able to submit an application and track its status.

## Step 2: Downloading the Application Viewer

**Note:** You may download the PureEdge Viewer while your registration is in process. You also may download and start completing the application forms in steps 3 and 4 below. This application viewer opens the application package needed to fill out the required forms. The download process can be lengthy if you are accessing the Internet using a dial-up connection.

- From the Grants.gov home page, select the "Apply for Grants" tab at the top of the screen.
- Under "Apply Step 1: Download a Grant Application Package and Applications Instructions," click the link for the PureEdge Viewer ([www.grants.gov/DownloadViewer](http://www.grants.gov/DownloadViewer)). This window includes information about computer system requirements and instructions for downloading and installation.

If you are a Macintosh user, please read the PureEdge Support for Macintosh white paper available at [www.grants.gov/GrantsGov\\_UST\\_Grantee/!SSL!/WebHelp/MacSupportforPureEdge.pdf](http://www.grants.gov/GrantsGov_UST_Grantee/!SSL!/WebHelp/MacSupportforPureEdge.pdf).

- Scroll down and click on the link to download the PureEdge Viewer ([www.grants.gov/PEViewer/ICSViewer602\\_grants.exe](http://www.grants.gov/PEViewer/ICSViewer602_grants.exe)).
- You will be prompted to save the application. Click the "Save" button and the "Save As" window opens. Select the location where you would like to save PureEdge Viewer and click the "Save" button.
- A window appears to show the progress of the download. When the downloading is complete, click to close the dialog box.
- To install the PureEdge Viewer, locate the file on your computer and click to open it. When you are prompted to run the file, click "RUN." Click "Yes" to the prompt to continue with the installation. The ICS InstallShield Wizard extracts the necessary files and takes you to the "Welcome" page.
- Click "Next" to continue.
- Read the license agreement and click "Yes" to accept the agreement and continue the installation process. This takes you to the "Customer Information" screen.
- Enter a User Name and a Company Name in the designated fields and click "Next."

- The “Choose Destination Location” window prompts you to select the folder in which PureEdge Viewer will be installed. To save the program in the default folder, click “Next.” To select a different folder, click “Browse.” Select the folder in which you would like to save the program, click on “OK,” then click “Next.”
- The next window prompts you to select a program folder. To save program icons in the default folder, click “Next.” To select a different program folder, type a new folder name or select one from the list of existing folders, then click “Next.” Installation will begin.
- When installation is complete, the “InstallShield Wizard Complete” screen will appear. Click “Finish.” This will launch the “ICS Viewer Help Information” window. Review the information and close the window.

### **Step 3: Downloading an Application Package**

- Once you have downloaded the PureEdge Viewer, you may download and view this application package and solicitation instructions.
- From the Grants.gov home page, select the “Apply for Grants” tab at the top of the screen.
- Click “Apply Step 1: Download a Grant Application Package and Application Instructions.”
- Enter either the CFDA number for this announcement, 16.526, or this solicitation’s Funding Opportunity Number, OVW-2007-1396. Then click “Download Package.” This will take you to the “Selected Grants Application for Download” results page.
- To download an application package and its instructions, click the corresponding download link below the “Instructions and Application” column.
- Once you select a grant application, you will be taken to a “Download Opportunity Instructions and Application” screen to confirm that you are downloading the correct application. If you would like to be notified of any changes to this funding opportunity, enter your e-mail address in the corresponding field, then click the “Submit” button.
- After verifying that you have downloaded the correct opportunity information, click the “Download Application Instructions” button. This will open a PDF of this grant solicitation. You may print the solicitation or save it to your computer by clicking either the print icon at the top tool bar or the “File” button on the top tool bar. If you choose to save the file, click on “Save As” and save to the location of your choice.
- Click the “Back” Navigation button to return to the “Download Opportunity Instructions and Application” page. Click the “Download Application Package” button. The application package will open in the PureEdge Viewer.
- Click the “Save” button to save the package on your computer. Because the form is not yet complete, you will see a prompt that one or more fields may be invalid. You will complete these fields in step 4, but for now, select “Yes” to continue. After you click “Yes,” the “Save Form” window will open.

- Save the application package to your desktop until after submission. Select a name and enter it in the “Application Filing Name” field. Once you have submitted the application through Grants.gov, you may then move your completed application package to the file location of your choice.
- Click the “Save” button. If you choose, you may now close your Internet browser and complete your application package offline by double clicking the icon on your desktop. You do not have to be connected to the Internet to complete the application package in step 4 below.

#### **Step 4: Completing the Application Package**

**Note:** This application can be completed entirely offline; however, you will need to log in to Grants.gov to submit the application in step 5.

- Locate the application package you saved on your computer. When you open the package, it will be in PureEdge Viewer. You may save your application at any time by clicking on the “Save” button at the top of the screen.
- Enter a name for your application package in the “Application Filing Name” field. This can be a name of your choice.
- Open and complete all the mandatory and optional forms or documents. To complete a form, click to select the form, and then click the “Open” button. When you open a required form, the mandatory fields will be highlighted in yellow. If you enter incomplete information in a mandatory field, you will receive an error message or the field will turn red, indicating a change needs to be made.

Mandatory forms include the (1) Application for Federal Assistance (SF-424); (2) Assurances for Non-Construction Programs (SF424B); and (3) Disclosure of Lobbying Activities (SF-LLL). These forms can also be viewed at <http://www.ojp.usdoj.gov/funding/forms.htm>. Other Mandatory forms are the (1) Project Narrative Attachment Form; and (2) Other Attachments Form. Optional forms required for this solicitation include the Survey on Ensuring Equal Opportunity for Applicants.

- When you have completed a form or document, click the “Close Form” button at the top of the page. Your information will automatically be saved.
- Next, click to select the document in the left box entitled “Mandatory Documents.” Click the “=>” button to move the form or document to the “Mandatory Completed Documents for Submission” box to the right.
- Some mandatory documents will require you to upload files from your computer. To attach a document, select the corresponding form and click “Open.” Click the “Add Mandatory Attachment” button to the left. The “Attach File” box will open. Browse your computer to find where your file is located and click “Open.” The name of that file will appear in the yellow field. Once this is complete, if you would like to attach additional files, click on the “Add Optional Attachment” button below the “Add Mandatory Attachment” button.

- An “Attachments” window will open. Click the “Attach” button. Locate the file on your computer that you would like to attach and click the “Open” button. You will return to the “Attach” window. Continue this process until you have attached all the necessary documents. You may attach as many documents as necessary.
- Once you have finished, click the “Done” button. The box next to the “Attach at Least One Optional Other Attachment” will now appear as checked.

**Note:** the name of these buttons will vary depending on the name of the form you have opened at that time; i.e., Budget Narrative, Other Attachment, and Project Narrative File.

- To exit a form, click the “Close” button. Your information will automatically be saved.

### **Step 5: Submitting the Application**

**Note:** Once you have completed all the yellow fields on all the forms and saved the application on your desktop, check the application package for errors. This can be done any time throughout step 4 above and as often as you like.

- When you are ready to submit your final application package, the “Submit” button at the top of your screen will be enabled. This button will not be activated unless all mandatory data fields have been completed. When you are ready to submit your application, click on “Submit.” This will take you to a “Summary” screen.
- If your “Submit” button is not activated, then click the “Check Package for Errors” button at the top of the “Grant Application Package” screen. PureEdge Viewer will start with the first form and scan all the yellow fields to make sure they are complete. The program will prompt you to fix one error at a time as it goes through the scan. Once there are no more errors, the system will allow you to submit your application to Grants.gov.
- Review the application summary. If you wish to make changes at this time, click “Exit Application” to return to the application package, where you can make changes to the forms. To submit the application, click the “Sign and Submit Application” button.
- This will take you to a “Login” screen where you will need to enter the user name and password that you used to register with Grants.gov in “Step 1: Registering.” Enter your user name and password in the corresponding fields and click “Login.”
- Once authentication is complete, your application will be submitted. Print this confirmation screen for your records. You will receive an e-mail message to confirm that the application has been successfully uploaded into Grants.gov. The confirmation e-mail will give you a Grants.gov tracking number, which you will need to track the status of your application. The confirmation e-mail will go to the e-Business POC; therefore, if you are submitting on behalf of someone else, be sure the e-Business POC is aware of the submission and that a confirmation e-mail will be sent.
- When finished, click the “Close” button.

## Step 6: Tracking the Application

- After your application is submitted, you may track its status through Grants.gov. To do this, go to the Grants.gov home page at [www.grants.gov](http://www.grants.gov). At the very top of the screen, click on the “Applicants” link. Scroll down the “For Applicants” page and click the “Login Here” button. Proceed to login with your user name and password that was used to submit your application package.
- Click the “Check Application Status” link to the top left of the screen. A list of all the applications you have submitted through Grants.gov is produced. There are one of four status messages your application can receive in the system:
  1. **Validated:** This means your application has been scanned for errors. If no errors were found, it validates that your application has successfully been submitted to Grants.gov and is ready for the agency to download your application.
  2. **Received by Agency:** This means our agency has downloaded your application into our electronic Grants Management System (GMS) and your application is going through our validation process to be successfully received on our end.
  3. **Agency Tracking Number Assigned:** This means our GMS did not find any errors with your package and successfully downloaded your application into our system.
  4. **Rejected With Errors:** This means your application was either rejected by Grants.gov or GMS due to errors. You will receive an e-mail from Grants.gov customer support, providing details of the results and the next steps required. Most applications are rejected because: (1) a virus was detected; (2) you are using a user name and password that has not yet been authorized by the organization’s e-Business POC; or (3) the DUNS number you entered on the SF-424 form does not match the DUNS number that was registered in the CCR for this organization.