

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



OVW Fiscal Year 2013 Enhanced Training and Services to End Violence Against and Abuse of Women Later in Life Program

Eligibility

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

(See "Eligibility," page 5)

Deadlines

Application: All applications are due by 11:59 p.m. Eastern Time (E.T.) on February 28, 2013.

(See "Deadlines: Application," page 4)

Registration: To ensure all applicants have ample time to obtain a Data Universal Number System (DUNS) Number and complete the registration processes, applicants should register online with the System for Award Management (SAM) and with Grants.gov well in advance of the application deadline.

(See "Deadlines: Registration," page 4)

Pre-Application Conference Calls: OVW will conduct Pre-Application Conference Calls for anyone interested in submitting an application for the Enhanced Training and Services to End Violence Against and Abuse of Women Later in Life Program. Participation in these calls is optional. Interested applicants who do not participate are still eligible to apply.

(See "Pre-Application Conference Calls" page 5)

Contact Information

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

In Fiscal Year 2013, OVW applications will be submitted through Grants.gov. For technical assistance with the Grants.gov contact the Grants.gov Customer Support Hotline at 1-800-518-4726.

Grants.gov Number assigned to announcement OVW-2013-3401

It is anticipated that all applicants will be notified of the outcome of their applications by September 30, 2013.

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

Overview

The Office on Violence Against Women (OVW) is a component of the United States Department of Justice (DOJ). Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership on issues of sexual assault, domestic violence, dating violence, and stalking. Since its inception, OVW has supported a multifaceted approach to responding to these crimes through implementation of grant programs authorized by VAWA. By forging state, local and tribal partnerships among police, prosecutors, judges, victim advocates, health care providers, faith leaders, and others, OVW grants help provide victims with the protection and services they need to pursue safe and healthy lives, while improving communities' capacity to hold offenders accountable for their crimes.

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

Recognizing that individuals who are 50 years of age or older who are victims of elder abuse, neglect, and exploitation, including sexual assault, domestic violence, dating violence, or stalking, face unique barriers to receiving assistance, Congress created the Enhanced Training and Services to End Violence Against and Abuse of Women Later in Life Program (Abuse in Later Life Program). In Federal Fiscal Year 2013, OVW plans to fund projects that will support a comprehensive approach to addressing elder abuse in their communities. These projects will provide training to criminal justice professionals, governmental agency staff and victim assistants to enhance their ability to address elder abuse, neglect and exploitation in their communities; provide cross training opportunities to professionals working with older victims; develop or enhance a coordinated community response to elder abuse; and provide or enhance services for victims who are 50 years of age or older (hereinafter "older victims").

Elder Abuse

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

Elder abuse victims face unique obstacles in getting the help and services that they need. Age or disability may increase the isolation of older individuals. Victims may refrain from seeking help or calling the police due to shame or embarrassment because the abuse was committed by a family member, friend or caregiver. Victims may also be intimidated by threats of being placed in a nursing home. Abuse may be dismissed due to claims that the older person is confused or

minimized by claims that the abuse was the result of caregiver stress. Professionals may perceive a victim's injuries as arising from aging, illness, or disability instead of recognizing that the injuries may be attributed to violence in the home or other care facility. A lack of services designed to meet the needs of older victims may leave them with no community resources to rely upon for assistance. A comprehensive approach to addressing elder abuse should address these barriers and improve systemic responses to older victims.

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

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

For additional information on the Abuse in Later Life Program, including what Abuse in Later Life Program grantees have accomplished with their grant funds and to view the Abuse in Later Life Program performance measures, see <http://muskie.usm.maine.edu/vawamei/abuselatermain.htm>.

Deadlines

Application

All applications will be submitted electronically. The deadline for submitting applications in response to this grant announcement is **11:59 p.m. E.T. on February 28, 2013**. Applications submitted after **11:59 p.m. E.T. on February 28, 2013** will not be considered for funding. Applicants experiencing difficulties submitting an application should refer to the Experiencing Unforeseen Technical Issues section on page 15 of this solicitation.

Failure to begin the registration or application submission process in sufficient time is not a suitable reason for a late application submission. It is important that applicants do not wait until the day of the application deadline to submit applications. To ensure a successful application submission, OVW strongly encourages applicants to submit their applications at least a minimum 6 hours before the deadline.

Note: For applicants without Internet access, who cannot submit an application electronically, please contact the Abuse in Later Life Grant Program Specialist at (202) 616-6728 no later than **February 14, 2013** to request permission to submit an application by alternative means.

Registration

Applicants for Federal grants and cooperative agreements are required to have a Data Universal Number System (DUNS) Number to submit an application. A DUNS Number is a unique nine-character identification number provided by the commercial company **Dun & Bradstreet (D&B)**. Once you have completed the D&B registration, your DUNS Number should be available the next business day.

A new Fiscal Year (FY) 2013 requirement for registering with Grants.gov is that your organization must register with the System for Award Management (SAM). Please note that applicants formerly used the Central Contractor Registration (CCR) database for this purpose. SAM is a government-wide registry for vendors doing business with the federal government which requires annual renewal. The SAM centralizes information about grant recipients and also provides a central location for grant recipients to change organizational information. Grants.gov uses SAM to establish roles and IDs for electronic grant applicants.

Applicants must be registered and current with the SAM registration, and with Grants.gov prior to submitting an application. Applicants should begin the process immediately to meet the Grants.gov registration deadline, especially if this is the first time using these systems. It is strongly recommended that applicants register by **February 14, 2013** in order to ensure that the registration process is completed and any difficulties are resolved well in advance of the application deadline. For more information on the process of registering with SAM and Grant.gov, please see the How To Apply section on page 13.

Pre-Application Conference Calls

OVW will conduct a total of **two** Pre-Application Conference Calls. During these calls, OVW staff will review the Abuse in Later Life Program requirements, review the solicitation, and allow for a brief question and answer session. Participation in these calls are optional. The conference calls are all scheduled for:

- **January 22, 2013; 2 – 4 p.m. E.T.**
- **January 24, 2013; 2 – 4 p.m. E.T.**

Anyone who is interested in submitting an application to the Abuse in Later Life Program may register to participate in the calls. The total number of participants for each call is limited to 30 individuals.

To register, please e-mail or call Tameka Smith at Tameka.M.Smith@usdoj.gov or 202-616-0016. Your registration must be received at least two hours prior to the start of the call. Please write "Registration for Abuse Later in Life Pre-Application Conference Call" in the subject line if you choose to email.

Eligibility

It is very important that you review this information carefully. Applications that are submitted by ineligible entities or that do not meet all program eligibility requirements will not be considered for funding.

Eligible Entities

Eligible entities for this program are:

- States;
- Units of local government;
- Indian Tribal governments or Tribal organizations; and

- Nonprofit and nongovernmental victim services organizations with demonstrated experience in assisting elderly women or demonstrated experience in addressing sexual assault, domestic violence, dating violence, and stalking.

State

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

Unit of Local Government

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

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

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

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

Indian Tribal Government

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

Indian Tribe

For purposes of this program, Indian Tribe is defined as a Tribe, band, pueblo, nation, or other organized group or community of Indians, including any Alaska Native village or regional or village corporation (as defined in, or established pursuant to, the Alaska Native Claims Settlement Act (43 U.S.C. 1601 et seq.)), that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians (42 U.S.C. 13925 (a)(30)).

Tribal Organization

For the purposes of this program, Tribal organization is defined as the governing body of any Indian Tribe; any legally established organization of Indians which is controlled, sanctioned, or chartered by such governing body of a Tribe or Tribes to be served, or which is democratically elected by the adult members of the Indian community to be served by such organization and

which includes the maximum participation of Indians in all phases of its activities; or any Tribal nonprofit organization. (42 U.S.C. 13925 (a) (32)).

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

Nonprofit and Nongovernmental Victim Services Organizations

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

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

Program Eligibility Requirements

In addition to meeting the eligible entity requirements outlined above, applications for the Abuse in Later Life Program must also meet the requirement below. All certification and other eligibility related documents must be current and developed in accordance with the FY 2013 application.

Required Partnerships:

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

- a) At least one law enforcement agency;
- b) At least one prosecutor's office;
- c) At least one nonprofit and nongovernmental or tribal sexual assault, domestic violence, dating violence, and/or stalking program, or other nonprofit and nongovernmental or tribal organization that adequately demonstrates history and expertise in working with victims of sexual assault, domestic violence, dating violence, and/or stalking; and
- d) At least one nonprofit or tribal program that serves older victims.

Providing Culturally Appropriate Support to Underserved Communities

Older victims from culturally specific communities frequently confront unique challenges, such as linguistic and cultural barriers, when seeking assistance. Culturally specific, community-based organizations are more likely to understand these challenges and obstacles that victims from their communities face when attempting to access services. In addition, culturally specific community-based organizations have experience forming relationships and engaging their communities, and serve a vital role in providing services that are relevant for their community. To provide the most

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

appropriate services to such victims, applicants are strongly encouraged to partner with culturally specific, community-based victim services programs that have demonstrated experience in assisting elderly women or demonstrated experience in addressing sexual assault, domestic violence, dating violence, and stalking as MOU partners on their projects. In addition, culturally specific community-based organizations/agencies which do not provide victim services, but have demonstrated experience forming relationships and engaging their communities, may also be included as project partners.

Types of Applicants

In FY 2013, OVW will accept applications for the Abuse in Later Life Program from new applicants that have never received funding under the Abuse in Later Life Program or that received funding in FY 2002 through FY 2004. Grant recipients who received new or supplemental funding in FY 2005 through FY 2012 are NOT eligible to apply.

Award Information

Applicants that receive an award are bound by the provisions of this solicitation, the OVW Financial Grants Management Guide, and any updates to the Guide, and any conditions of the recipients' award.

Availability of Funds

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. There is no guarantee that funds will be available in the future. Therefore, OVW encourages applicants to develop a plan to sustain project activities if Federal funding through the Abuse in Later Life Program were no longer available.

Award Period

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

Award Amounts

Applicants should carefully consider the resources needed to successfully implement the proposed project and present a realistic budget that accurately reflects project costs. Awards under the Abuse in Later Life Program for FY 2013 will be made for up to \$400,000.

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

Program Scope

Activities supported by the Abuse in Later Life Program are determined by statute, Federal Regulations, and OVW policies. If an applicant receives an award, the funded project is bound by the provisions of this solicitation, the OVW Financial Grants Management Guide, and the conditions of the recipient's award.

Purpose Areas

In FY 2013, funds under the Abuse in Later Life Program may be used for the following purposes:

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

Mandatory Program Requirements

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

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

2) Law Enforcement "Training of Trainers" (TOT) Training: Each grantee must send a multidisciplinary training team to a four-day training of trainers. Attendance at this training will require participants to travel to this OVW sponsored event. Applicants must include funds in their budget to send participants to this training. MOU partner organizations must agree to send the following representatives: a law enforcement officer, a prosecutor, an advocate from the designated victim services program, and a representative from the organization that serves older victims. This commitment must be detailed in the MOU. It is highly recommended that grantees send two additional persons to the training as back-up trainers. A maximum of seven individuals may attend this event: six team members who will actively participate in the training and the Project Coordinator who may attend this event as an observer. This OVW sponsored training event will enhance participants' subject matter expertise and develop or enhance the skills necessary to redeliver training to law enforcement officers on the local level.

3) Law Enforcement Training: Each grantee must have its multidisciplinary training team provide (one-day eight-hour) local trainings for law enforcement. The training uses a curriculum that has been developed by national organizations and experts and approved by OVW. The number of trainings that will be held and a commitment from MOU partner organizations to provide trainers for these events must be detailed in the MOU. Due to the interactive nature of the training, the

maximum recommended class size is 30 participants per class. The grantee must receive commitment(s) from law enforcement agency(ies) to send personnel to attend these local law enforcement trainings. Each law enforcement agency(ies) must detail this commitment in the required letter(s) of commitment (see section on Letters of Commitment on page 26) that must be submitted with the application.

4) Advanced Law Enforcement Training: Applicants must include funds in their budget to bring national expert(s) to their communities to provide advanced training locally for detectives and investigators. Each applicant must receive commitment(s) from law enforcement agency(ies) to send personnel to participate in this local training. Each law enforcement agency agreeing to have its personnel attend the local advanced training for detectives and investigators must detail this commitment in the required letter(s) of commitment (see section on Letters of Commitment on page 26) that must be submitted with the application. If a law enforcement agency is committing to send personnel to both the local eight-hour and local advanced law enforcement training events, this commitment may be detailed in a single letter.

5) Prosecutors' Course: Each applicant must receive commitment(s) from prosecutor's office(s) in its jurisdiction to have prosecutors attend a four-day national prosecutors' course on elder abuse. Attendance at this course will require participants to travel to this OVW sponsored training event. Applicants must include funds in their budget to send prosecutors to this course. This commitment must be shown in the required letter(s) of commitment from participating prosecutors' offices agreeing to have their personnel attend these trainings (see section on Letters of Commitment on page 26) that must be submitted with the application. This course will focus on prosecution of cases involving elder abuse, neglect, and exploitation.

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

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

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

organization/agency must detail this commitment in the required letter(s) of commitment (see section on Letters of Commitment on page 26) that must be submitted with the application.

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

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

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

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

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

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

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

OVW Priority Areas

OVW encourages applications that propose activities in the following areas:

- Underserved Populations

OVW recognizes that older victims from underserved populations frequently confront unique challenges when seeking assistance. As such, OVW is encouraging applicants to submit proposals that increase support for underserved populations, particularly communities of color, in a culturally appropriate manner, with a special emphasis on African-American, tribal and LGBT communities.

Activities that Compromise Victim Safety and Recovery

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

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

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

Out-of-Scope Activities

OVW has determined the activities listed below to be out of the program scope. Applications that propose out-of-scope activities may receive a point deduction during the review process.

Applications that are determined to be substantially outside the scope of the Abuse in Later Life Program will not be considered for funding. The following activities are out of scope and will not be supported by Abuse in Later Life Program grant funding:

- Research projects (This does not include program assessments conducted only for internal improvement purposes. See section on Research and Protection of Human Subjects on page 7 of the <http://www.ovw.usdoj.gov/docs/companion-guide-10-16-12.pdf>.)
- Supporting criminal justice/investigative positions. Personnel costs for criminal justice/investigative professionals are permitted only to cover time spent conducting or attending training required by this program. Funds may not be used to compensate personnel for the performance of criminal justice/investigative duties; and
- Curriculum Development.

Unallowable Activities

The following is a list of activities that are unallowable and cannot be supported by the Abuse in Later Life Program grant funding. Applications that propose unallowable activities may receive a point deduction during the review process. Applications that include substantial unallowable activities will not be considered for funding.

- Lobbying
- Fundraising
- Purchase of real property
- Construction
- Physical modifications to buildings, including minor renovations (such as painting or carpeting)

How To Apply

This section describes how an application should be submitted. Applicants should anticipate that failure to meet all registration and submission deadlines will result in their application being removed from consideration. It is the responsibility of the applicant to ensure that the application is submitted by the deadline.

Application Registration Requirements

It is very important that all applicants read this section carefully. Applicants that do not complete all the steps in registering and submitting their application by the due date will not be considered for funding. Applicants are responsible for ensuring their applications are complete at the time of submission. OVW will not contact applicants for missing items.

Each applicant must obtain a Data Universal Numbering System (DUNS) number, be registered in the System for Award Management (SAM) and submit their application online via Grants.gov according to the instructions. Applicants are encouraged to submit their applications well in advance (a minimum of 6 hours) of the deadline to allow sufficient time to address technical problems. Applicants should ensure that the DUNS number for the application is for an organization that is eligible to apply for the grant program. Also, only the organization that is registered in SAM may use that DUNS number and Grants.gov registration to submit an application.

System for Award Management (SAM)

Applicants for all federal grants are required to register with the System for Award Management (SAM). If your organization already has an Employer Identification Number (EIN), your SAM registration will take up to two weeks to process. If your organization does not have an EIN, then you should allow two to five weeks for obtaining the information from IRS when requesting the EIN via phone, fax, mail or Internet. Follow the steps listed below to register in the SAM:

Step 1: Obtain a DUNS number at the following website <http://www.dnb.com/us/> or call (866) 705-5711.

Step 2: Access the SAM online registration through the SAM home page at <https://www.sam.gov/> and follow the online instructions for new SAM users.

Step 3: Complete and submit the online registration. If you already have the necessary information on hand, the online registration takes approximately 30 minutes to complete, depending upon the size and complexity of your business or organization. Once your SAM registration becomes active, you will be able to return to Grants.gov and complete the registration. **Please note that organizations must update or renew their SAM registration at least once a year to maintain an active status. (Applicants formerly used the Central Contractor Registration (CCR) database).**

Grants.Gov

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

Note: Grants.gov will forward the application to OJP's Grants Management System (GMS). GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

For guidance on using the Grants.gov system, please go to the following page http://www.grants.gov/applicants/app_help_reso.jsp which includes Frequently Asked Questions and User Guides that will help you with using Grants.gov. We strongly recommend reviewing the Grants.gov guidance since that will be the most up-to-date guidance related to Grants.gov.

Applicants without Internet Access

For applicants without Internet access, who cannot submit an application electronically, please contact the Abuse in Later Life Grant Program Specialist at (202) 616-6728 no later **February 14, 2013** to request permission to submit an application by alternative means.

OVW Policy on Late Submissions

OVW offers several options for applicants to provide advance notice to OVW if receipt of their application will be delayed due to a temporary lack of Internet access, other technical difficulties, or geographic isolation. If applicants do not provide advance notice to OVW about an issue that may cause a delay in the submission of the application, then the application will not be considered for funding. If applicants follow the steps outlined below, late submission may be considered. Extension of deadlines is not guaranteed.

Experiencing Unforeseen Technical Issues

Applicants are advised to attempt to submit the application well in advance of the 11:59 p.m. E.T. deadline. If you experience technical difficulties at any point during the application process, please contact the Grants.gov Customer Support Hotline at 1-800-518-4726, or support@grants.gov, 24 hours a day, 7 days a week, except closed for federal holidays.

If you experience unforeseen technical issues that prevent you from submitting your application by the deadline, you must take the following actions:

- contact the Abuse in Later Life Program at 202-616-6728 or at OVW.Elder@usdoj.gov prior to the application deadline stating that you are experiencing unforeseen technical issues; and
- contact the technical support number above prior to deadline.

Within 24 hours after the deadline you must again contact the Abuse in Later Life Program at 202-616-6728 or OVW.Elder@usdoj.gov to request approval to submit your application. At that time, you will be required to email the complete grant application, your DUNS number, and provide a Grants.gov Help Desk tracking number(s). After OVW reviews all of the information submitted and verifies your technical issues with the Helpdesk, OVW will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be verified, your application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to register or update information on the SAM website; (3) failure to follow Grants.gov instructions as posted on its website; and (4) failure to follow all of the instructions in the OVW solicitation.

Extraordinary Natural or Manmade Disasters

In cases of extraordinary natural or manmade disasters, such as extreme weather emergencies or terrorist acts, applicants may request to submit applications up to seven calendar days late, by sending an e-mail to the contact listed in the solicitation. The message should specify the nature of the disaster and how it affected the applicant's ability to submit an application on time.

Application Contents

This section describes what is included in a complete application package. Applicants should anticipate that failure to submit an application that contains all of the specified elements will negatively affect the review of the application and may result in the application not being considered for funding; should a decision be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions. It is the responsibility of the applicant to ensure that a complete application is submitted by the deadline.

Formatting and Technical Requirements

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

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

Application Requirements

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

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

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

Summary Data Sheet (5 Points)

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

- Name, title, address, phone number, and e-mail address for the authorized representative (see page 26) for the definition of the authorized representative).
- Name, title, address, phone number, and e-mail address for the grant point-of-contact.
- Statement as to whether the agency applying has expended \$500,000 in Federal funds in the past fiscal year of the applicant. Please specify the end date of the applicants fiscal year.
- A list of other Federal grant programs from what the applicant organization currently receives funding or for which it has applied in Federal Fiscal Year 2013 to do similar work.
- The law enforcement agency partnering on this project.
- The prosecutor's office partnering on this project.
- The nonprofit and nongovernmental or tribal victim services program partnering on this project.
- The nonprofit or tribal program that serves older victims partnering on this project (Governmental agencies, for example Adult Protective Services, State, tribal or city departments on aging, may serve as the project partner working with older victims).
- The regional area(s) (city, town, county, or unincorporated area) where this project will be implemented.
- The population and square mileage of the region to be served.
- Summary of Current and Recent OVW Projects (if applicable)
 - If the applicant has a current grant award or cooperative agreement under **any** OVW program, or received an award that has been closed within one calendar year, the information below **must** be included.
 - Identify all grants by OVW program, award number, and project period.
 - Specify the total funding amount for each grant (initial and supplemental amounts, if applicable).
 - Specify the total funds remaining in each grant as of the date of application.
 - Provide the total funds remaining in each budget category (Personnel, Fringe, Travel, Equipment, Supplies, Construction, Contractual, and Other) for each grant.
 - Provide justification for remaining funds.

- Estimate the amount of grant funds that will be remaining at the end of the current project period.
- List the number and titles of all full-time and/or part-time positions funded by the award.

Project Narrative (45 Points Total)

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

Purpose of Application (10 points)

This section must include:

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

What Will Be Done (20 points)

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

Training

- Law enforcement: Provide the name(s) of agency(ies) or department(s) that will send sworn officers to attend the mandatory one-day (eight-hour) training and/or the advanced law enforcement training, size of agencies or departments (sworn), number of sworn personnel who will attend the entire one-day (eight-hour) training, and number of sworn personnel that will attend the advanced law enforcement training;
- Prosecution: Provide the name(s) of office(s) that will be sending prosecutors to attend the mandatory training, size of office (number of prosecutors), and number of prosecutors who will attend the prosecutors’ course;
- Judicial: Provide the number and type(s) of court(s) in the project area, number of judges who will attend training, the type of court over which the judges preside and detail efforts MOU partners will engage in to encourage judges in the project area to attend the judicial institute;
- Victim assistants: Provide the name(s) of organization(s) or agency(ies) that will send personnel to attend the mandatory trainings and the number of personnel who will attend the mandatory trainings; and
- Governmental agencies: Provide the name(s) of agency(ies) that will send personnel to attend the mandatory trainings and the number and type of personnel who will attend the mandatory trainings.

Collaborative Community Response

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

Services

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

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

Who Will Implement the Project (15 points)

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

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

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

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

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

- Provide services to victims of sexual assault, domestic violence, dating violence, or stalking as one of their primary purposes and have a demonstrated history of effective work concerning such issues;

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

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

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

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

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

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

Proposal Abstract

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

Budget Detail Worksheet and Narrative (15 Points)

All applicants, except for those applying for formula grant programs, are required to submit a detailed budget and supporting budget narrative. Budgetary requirements vary slightly among programs, and applicants must read the solicitation closely to determine the requirements of the budget and budget narrative for each OVW program.

Award Period and Amount

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

Sample Timeline

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

Year 1

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

Years 2 & 3

- a) Submission of Implementation Plan for outreach and service delivery to OVW for review and approval
- b) Upon approval of Implementation Plan, outreach and services delivery
- c) Redelivery of Direct Services Cross-Training (local)
- d) Advanced Law Enforcement Training (local)
- e) Prosecutors’ Course (four day at a location to be determined)
- f) Judicial Institute (four days at a location to be determined)

Budget Requirements

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

Only the STOP Violence Against Women Formula Grant Program requires matching funds. However, applicants to other programs are encouraged to maximize the impact of federal dollars by contributing to the costs of their projects. Supplemental contributions may be cash, in-kind services, or a combination of both. Any non-Federal contributions can be discussed in the project narrative or Memorandum of Understanding (if required). Applicants should not include supplemental contributions in the budget, budget narrative, or SF-424.

In some circumstances, the budget and budget narrative will be reviewed separately from the proposed project narrative. Therefore, it is very important that the budget narrative be as comprehensive as possible and describe in a narrative format each line item requested in the budget.

A Sample Budget Detail Worksheet is available in **Appendix A**. When preparing the Budget Detail Worksheet and Narrative, please use the Sample Budget Detail Worksheet as a guide and be sure to include all necessary budget categories as outlined in the Worksheet. The budget must adhere to the OVW Financial Grants Management Guide, which can be found at <http://www.ovw.usdoj.gov/docs/gfmd-financial-grants-management-guide.pdf>.

The budget detail worksheet must include:

- Fair compensation for all project partners for their participation in any project-related activities, including but not limited to, compensation for time and travel expenses to attend meetings, attend trainings or to participate in training, project development and implementation;
- Funds for outreach and direct victim services (a minimum of 25% of the proposed budget); and
- Funds to support travel costs associated with technical assistance including, but not limited to the following: grantee orientation, law enforcement training of trainers component, advanced law enforcement training, prosecutors' course, judicial institute, and direct services training of trainers component.

Federal Financial Guidelines

Federal grants are governed by the provisions of the OMB circulars applicable to financial assistance and the OVW Financial Grants Management Guide, which can be found at <http://www.ovw.usdoj.gov/docs/gfmd-financial-grants-management-guide.pdf>. The Financial Grants Management Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document outlines the successful administration of grant funds.

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

Food and Beverage/Costs for Refreshments and Meals

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

- The location of the event is not in close proximity to food establishments. It should be a priority to try to secure a location near reasonably priced and accessible commercial food establishments.
- Not serving food will significantly lengthen the day or necessitate extending the meeting to achieve meeting outcomes.

- A special presentation at a conference requires a plenary address where there is no other time for food to be obtained.
- Other extenuating circumstances necessitate the provision of food.

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

Cooperative agreement recipients must seek approval of these costs through the conference approval process. Approval of the budget is not an approval of food and beverage expenditures. For cooperative agreement recipients, food and beverage is not allowed until a conference request approval form has been submitted and approved by OVW.

Conference Planning and Expenditure Limitations

Applicants should be aware of all applicable laws, regulations, policies and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of Federal funds for expenses related to conferences (which is defined to include meetings, retreats, seminars, symposiums, training and other similar events), including the provision of food and/or beverages at such events, and costs of attendance at such events. Information on pertinent laws, regulations, policies and guidance is available at <http://www.ovw.usdoj.gov/grantees.html>. Applicants should also be aware of the following specific restrictions on conference planning and expenditure limitations:

- Cost of Logistical Conference Planning
- Cost of Programmatic Conference Planning
- Conference Space and Audio-Visual Equipment and Services
- Prohibition on Trinkets at Conferences
- Entertainment at Conferences
- Food and Beverages at Conferences
- Prior Approval Required Before Entering Into Contracts or Expending Funds for Conferences
- Conference Reporting

Updated Department of Justice and OVW guidance on conference planning, minimization of costs, and conference cost reporting is accessible on the OVW website <http://www.ovw.usdoj.gov/grantees.html>. For additional information regarding food and beverage regulations, please refer to the OVW Financial Grants Management Guide at <http://www.ovw.usdoj.gov/docs/gfmd-financial-grants-management-guide.pdf>.

Training and Technical Assistance

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

- **Grantee Orientation:** One representative from each of the four required MOU partners and the project coordinator (total offive) are required to attend this three-day meeting;
- **Law Enforcement “Training of Trainers” Component:** At least one representative with training experience from each of the four required MOU partners is required to attend this four-day training. A maximum of seven individuals may attend this event, six training team members who will actively participate in the training and the project coordinator who may attend this event as an observer;

- **Advanced Law Enforcement Training:** Each applicant must bring at least one national expert to their community to provide advanced training for detectives and/or investigators;
- **Prosecutors' Course:** Each applicant must send between two to five prosecutors to the four-day prosecutors' course;
- **Judicial Institute:** Each applicant will agree to encourage two to five judges in their jurisdiction to attend the four-day judicial institute; and
- **Direct Services "Training of Trainers" Component:** One representative from the victim services program, one representative from the organization that serves older victims and the project coordinator (total of three) must attend the two-day training.

The budget must include travel costs for the applicant, required MOU partners, and consultants and must reflect the costs in the appropriate categories. Therefore, an employee's travel costs must be included in the "Travel" category, while travel costs for the partner(s) must be included in the "Consultants/Contracts" category. Include an estimated breakdown for these costs, including the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc. (OVW technical assistance is provided free of charge to grantees, so applicants do not need to include registration fees).

Please note these funds can **only** be used for OVW designated technical assistance, unless otherwise approved by OVW. Any training and technical assistance funds not used by the end of the grant period may not be reprogrammed and must be returned to OVW. Travel funds must be used to support travel by all project partners including nonprofit, nongovernmental victim service providers. Funds may also be used by persons whose positions are not grant funded as long as that person's roles and responsibilities are linked to the project's overall mission.

Program Evaluations

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

Accommodations and Language Access

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

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

Memorandum of Understanding (MOU) (20 Points Total)

For purposes of this application, the MOU is a document containing the terms of the partnership and the roles and responsibilities between two or more parties. The MOU should be a single document and should be signed and dated by the Authorized Representative (see page 26) of each proposed partner agency during the development of the application. In rare circumstances an MOU can include multiple signature pages as long as each page includes the name and title of each signing party.

The MOU must:

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

Letters of Commitment (Total 15 points)

Applicants must submit a Letter of Commitment from each partner agency and organization committing to sending personnel to the following: the one day law enforcement training, the advanced law enforcement training, the prosecutors' course, or the direct services training. Each agency and organization must provide a Letter of Commitment to the applicant to be submitted with the application. Letters of Commitment must accompany the application as attachments to the application in Grants.gov. Letters sent separately from the application will not be considered during the review process. Law enforcement agencies committing to sending personnel to both the local

one-day and local advanced law enforcement training may provide details of these commitments in a single letter. While Letters of Commitment are not required for judges attending the judicial institute, they may be submitted with the application.

Training is a significant component of the Abuse in Later Life Program. As such, the following will be considered when scoring this section of the application:

- The number of officers/deputies/detectives/investigators law enforcement agencies are committing to send to the one day law enforcement training and/or the advanced law enforcement training;
- The percentage of the law enforcement agencies' sworn law enforcement personnel that are committing to attend the one day law enforcement training and/or the advanced law enforcement training; and
- The number of individuals agencies and organizations are committing to send to the prosecutors' course, and the direct services cross-training.

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

Letters of Commitment must:

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

Additional Required Information

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

Application for Federal Assistance (SF-424)

Applicants must complete the SF-424 online. In block 7 (Type of Applicant), please do not select "other." Please pay careful attention to the amount of Federal funding requested in box 15 of this form. This amount must match the amount of Federal funding requested in the budget section of the application package. Only include values in box 16 ("Recipient") if the program solicitation requires a match. The individual who is listed in box 18 must be the Authorized Representative for the applicant agency. The Authorized Representative is an individual who has the authority to apply for and accept grant awards on behalf of the organization or jurisdiction.

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

Please carefully review the assurances and certification forms online. These forms will be completed online at a later time during the application process.

Letter of Nonsupplanting

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

Financial Accounting Practices

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

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

Financial Capability Questionnaire (if applicable)

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

Indirect Cost Rate Agreement (if applicable)

Applicants that intend to charge indirect costs through the use of an indirect cost rate must have a Federally-approved indirect cost agreement. Please include a copy of a current, signed Federally-approved indirect cost rate agreement. If you need additional information on this requirement, you may go to <http://www.ovw.usdoj.gov/docs/gfmd-financial-grants-management-guide.pdf>. This

should be a separate attachment to the application in Grants.gov. Applicants that do not have a Federally-approved indirect cost rate should budget all project related costs in the direct cost categories. Organizations that wish to negotiate an indirect cost rate may contact OVW's Grants Financial Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 for more information.

Single Point of Contact Review

Executive Order 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the [state Single Point of Contact \(SPOC\)](#) if one exists and if the state has selected this program for review. Applicants must contact their state SPOCs to determine whether their programs have been selected for state review. The applicant should enter the date that the application was sent to the SPOC or the reason such submission is not required in Block 3 of the Overview section of the GMS application.

Selection Criteria

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

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

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

An application that is deemed to be substantially out of scope, proposes a substantial number of activities that are unallowable, or proposes activities that pose a significant threat to victim safety or a serious breach of confidentiality, will not be considered for funding.

Review Process

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

Past Performance Review

In addition to the review process described above, applicants with current or recent (closed within the calendar year) OVW awards and/or cooperative agreements will be reviewed based on the elements listed below. Please note that if the applicant has not met or completed any one of the following, up to 25 points may be deducted from the application.

- Progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, that demonstrates the effectiveness of the current project, indicating timely progress toward meeting project goals and objectives;
- Demonstration that past activities supported with OVW grant funds have been limited to program purpose areas;
- Adherence to all special conditions of existing grant award(s) from OVW;
- Adherence to programmatic and financial reporting requirements, including timely submission of required reports;
- Completion of close-out of prior awards in a timely manner;
- Appropriate utilization and active participation in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current award;
- Receipt of financial clearances on all current grants from OVW;
- Timely resolution of issues identified in any audit or on-site financial or programmatic monitoring visit;
- Adherence to the Office of Management and Budget single-audit requirement; and
- Timely expenditure of grant funds.

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

Compliance with OVW Financial Requirements

Each OVW grantee agrees to follow the financial and administrative requirements in the OVW Financial Grants Management Guide at <http://www.ovw.usdoj.gov/docs/gfmd-financial-grants-management-guide.pdf> as a condition of receiving grant funding. If OVW determines that a current grantee has violated any of the requirements of the Guide, the grantee may be denied continuation funding.

High Risk Grantees

Based on DOJ's assessment of each grantee with regard to current or previous funding, unresolved audit issues, delinquent programmatic and fiscal reporting, and prior performance, a grantee may be designated "high risk." Awards to high-risk grantees may carry special conditions such as increased monitoring and/or prohibitions on drawing funds until certain requirements are met. High-risk grantees with substantial or persistent performance or compliance issues, long-standing open audits, or open criminal investigations will likely not receive an additional OVW award until all issues are resolved.

Post Award Information Requirements

Reporting Requirements

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

Information for All Federal Award Grantees

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OVW strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found in the <http://www.ovw.usdoj.gov/docs/companion-guide-10-16-12.pdf>.

- Civil Rights Compliance
- Funding to Faith-Based Organizations
- Confidentiality and Privacy Protections
- Research and the Protection of Human Subjects (if applicable)
- Anti-Lobbying Act
- Reporting Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Reporting Fraud, Waste, Error, and Abuse
- Suspension or Termination of Funding
- Nonprofit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active SAM Registration

Public Reporting Burden

Paperwork Reduction Act Notice

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

Application Checklist

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

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

APPENDIX A

Budget Guidance & Sample Budget Detail Worksheet

Budget Guidance

Cost guidance for selected items is provided below to assist applicants in preparing the budget detail worksheet. In developing your budget detail worksheet please refer to the OVW Financial Grants Management Guide at <http://www.ovw.usdoj.gov/docs/gfmd-financial-grants-management-guide.pdf>.

Consultants/Contracts

Compensation for services by an individual consultant should be reasonable and consistent with that paid for similar services in the marketplace. Applicants should consider the type of services provided and the experience and expertise of the individual consultant when deciding if a consultant's rate is reasonable. Applicants are strongly discouraged from requesting consultant rates in excess of \$650 per day. Please note that this does not mean that the rate can or should be as high as \$650 for all consultants. If a project is ultimately selected for funding with a budget allocating more than \$650 per day to a consultant, the applicant must provide additional information to OVW for review and approval before consultant costs are incurred.

Applicants should also include all costs associated with consultants/contracts in the "Consultants/Contracts" category, including travel-related costs. These costs should not be reflected in the Personnel or Travel categories.

Applicants should follow the same established procurement policies with Federal funds as they would with non-federal funds. All procurement transactions should be awarded in a manner that provides maximum open, free and fair competition, and must follow 28 C.F.R. §66.36 (if a State or local government) and 28 C.F.R. §§ 70.40-70.49 (if a non-profit, or an institution of higher education). All sole-source procurements (those not awarded competitively) in excess of \$100,000 require prior approval from OVW. This applies to procurements of goods and services, but not to compensation for MOU project partners for time spent working on program objectives.

Rent

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

Audit Costs

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

Indirect Costs

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

Purchase and/or Lease of Vehicles

The purchase and/or lease of vehicles is prohibited under most OVW grant programs, although some programs allow for purchasing vehicles on a case-by-case basis. Please refer to the

solicitation for which you are applying to determine whether vehicles can be purchased or leased. If requesting a vehicle, a lease/purchase analysis must be submitted with the application.

Compensation for Partners

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

Non-Federal contributions

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

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

Budget Detail Worksheet

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

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

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

Name/Position	Computation	Cost
Program Coordinator	\$23,500 x 100% x 3 years	\$ 70,500
Investigator	\$45,000 x 100% x 3 years	\$135,000
Administrative Assistant	\$10/hr. x 20 hrs/month x 36 months	\$ 7,200

The Program Coordinator will coordinate the tribe's Tribal Governments Program project by organizing regular coordinating council meetings between all partner organizations, ensuring compliance with program requirements, and serving as the central point of contact for all project activities.

The Investigator is an investigator with the tribal law enforcement agency. She/he will dedicate 100% of their time to investigating cases of domestic violence, sexual assault, dating violence and stalking that occur on tribal lands.

The Administrative Assistant for the project will be a part-time employee. She/he will be compensated at a rate of \$10/hour. The designated time spent on the project will be 20 hours each month providing administrative and clerical support to the staff of the Victim Services Program.

TOTAL PERSONNEL: \$212,700

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Name/Position	Computation	Cost
Program Coordinator		
Employer's FICA	\$70,500 x 7.65%	\$ 5,393
Health Insurance	\$70,500 x 6.12%	\$ 4,315
Workmen's Compensation	\$70,500 x 1.00%	\$ 705
Unemployment Compensation	\$70,500 x 0.50%	\$ 353
Investigator		
Employer's FICA	\$135,000 x 7.65%	\$10,328
Health Insurance	\$135,000 x 6.12%	\$ 8,262
Workmen's Compensation	\$135,000 x 1.00%	\$ 1,350
Unemployment Compensation	\$135,000 x 0.50%	\$ 675
Administrative Assistant		
Employer's FICA	\$ 7,200 x 7.65%	\$ 551
Health Insurance	\$ 7,200 x 6.12%	\$ 441
Workmen's Compensation	\$ 7,200 x 1.00%	\$ 72
Unemployment Compensation	\$ 7,200 x 0.50%	\$ 36
TOTAL FRINGE BENEFITS:		\$32,481

TOTAL PERSONNEL AND FRINGE BENEFITS: \$245,181

The tribe is requesting fringe benefits for the Program Coordinator, the Investigator, and the Administrative Assistant.

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

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

\$12,000 of the required \$20,000 in OVW mandated technical assistance and training funds has been allocated to cover the cost of travel for staff of the tribe in accordance with program guidelines. The sites of the training sessions are unknown at this time. Travel estimates are based upon the tribe's formal written travel policy.

TOTAL TRAVEL: \$12,000

D. Equipment - List non-expendable items that are to be purchased. (Note: Organization's own capitalization policy for classification of equipment should be used.) Expendable items should be included either in the 'Supplies' category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the 'Contractual' category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
(2) Video Cameras	\$750/camera x 2 cameras	\$1,500

The video cameras will be used during the interviews of alleged offenders, as well as to record witness testimony in preparation for trial in cases of domestic violence, dating violence, sexual assault, and stalking.

TOTAL EQUIPMENT: \$1,500

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
Office Supplies (paper, computer discs, pens, etc.)	\$150/month x 36 months	\$5,400
Postage	\$ 50/month x 36 months	\$1,800
75 Victim Assistance Kits	\$ 25/kit x 75 kits	\$1,875

Office supplies and postage are needed for the general operation of the program. The Victim Assistance Kits will be provided to victims of domestic violence, dating violence, sexual assault, and stalking who seek assistance from the program. The kits contain toiletries and other necessities. The estimated cost is based on previous kit prices from other programs. We estimate that at least 75 kits will be needed.

TOTAL SUPPLIES: \$9,075

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.

Purpose	Description of Work	Cost
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TOTAL CONSTRUCTION: \$0

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

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$650 per day require additional justification and prior approval from the Office on Violence Against Women.

Name of Consultant	Service Provided	Computation	Cost
Consultant /Trainer	Sexual Assault Training	\$450/day x 3 days	\$ 1,350
Part-Time Prosecutor	Prosecution	\$50/hr. x 20 hrs./month x 36 months	\$36,000

A Consultant/Trainer will provide a three day on-site training on sexual assault and related issues to tribal leaders, law enforcement, prosecution, court personnel, and medical and social services personnel. The training will focus on the challenges of providing support and advocacy services to Indian victims of sexual assault, dating violence, and elder abuse.

The tribe will hire a Part-Time Prosecutor. The Part-Time Prosecutor will be compensated at an hourly rate of \$50/hour. The Part-Time Prosecutor will spend 20 hours each month prosecuting crimes related to domestic violence, dating violence, sexual assault, and stalking.

Subtotal Consultant Fees: \$37,350

Consultant Travel: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging etc.).

Purpose of Travel	Location	Item	Computation	Cost
OVW-Mandated Training and Technical Assistance	TBD	Airfare	\$500 (avg.) x 2 people x 4 trips	\$4,000
		Lodging	\$ 100 (avg.) x 3 nights x 2 people x 4 trips	\$2,400
		Per diem	\$ 50 (avg.) x 3 days x 2 people x 4 trips	\$1,200
Subtotal OVW-Mandated Training:				\$7,600
Delivery of Sexual Assault Training	Tribe's Reservation	Airfare	\$500 (avg.) x 1 person x 1 trip	\$500
	Local Hotel	Lodging	\$50(avg.)/night x 2 nights	\$100
	Local Area	Per diem	\$35(avg.)/day x 3 days	\$105
Sub-total Sexual Assault Training:				\$705

Subtotal Consultant Travel: \$8,305

\$8,000 of the required \$20,000 in OVW mandated technical assistance and training funds has been allocated to cover the cost of travel for staff of the tribe in accordance with program guidelines. The sites of the training sessions are unknown at this time.

Funds have also been allocated to pay for the Consultant/Trainer to travel to the reservation to provide sexual assault training.

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item	Computation	Cost
Cell Phone Service	\$ 75/month x 36 months	\$ 2,700
GSA Vehicle Lease	\$300/month x 36 months	\$10,800

The Shelter Advocates will share a cellular phone so that they may be contacted 24 hours/day, 7 days a week to provide emergency services and transportation to victims in need.

A vehicle is needed for use by the Shelter Advocates, and other program staff to transport victims to and from the tribe's shelter, court, and other agencies and resources. After doing a comparison, the tribe has concluded that it would be more cost-effective to lease a vehicle than to purchase a vehicle for this purpose. (Lease vs. purchase analysis submitted separately).

Subtotal \$13,500

TOTAL CONTRACTS AND CONSULTANTS: \$59,155

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

Description	Computation	Cost
Sexual Assault Training Manual	\$ 25/manual x 25 manuals	\$ 625
Resource Manual	\$ 25/manual x 75 manuals	\$ 1,875
Crisis Hotline	\$ 75/month x 36 months	\$ 2,700
Brochures	\$.25/brochure x 1,000 copies x 2 Titles	\$ 500
Rent	\$1.50/sq. foot x 1,000 sq. feet x 36 months	\$54,000
Utilities	\$200/month x 36 months	\$ 7,200
Housing Assistance	\$500/family x 12 families/year x 3 years	\$18,000

The Sexual Assault Training manuals will be purchased from the Sexual Assault Resource Center and will be used in conjunction with the on-site training that will be provided by the Consultant/Trainer.

The Project Coordinator will develop and produce a Resource Manual for services both on and off the Reservation for victims of domestic violence, sexual assault, and stalking. Copies of the manual will be provided to all units of Tribal government and to victim services and social services agencies in the local community.

Many victims in the more geographically remote areas of the Reservation do not have long distance service, and it is a long distance call for most of them to the program office. The project will continue to operate an 800 hotline for victims. It will be staffed by volunteers on a daily basis.

The program has previously developed brochures explaining the dynamics of domestic violence and sexual assault and detailing the services offered by the program. Additional copies of the brochures need to be reproduced. Based on previous distribution patterns, it is anticipated that the program will distribute 1,000 copies of each brochure during the 36 month grant period.

The Victim Services Program rents a safe house that is located off-reservation in the local community. The house is used to provide temporary housing to victims of domestic violence and their minor children who are in need of a safe place to stay after fleeing an abusive situation. The rent is consistent with the fair market rate for similar properties in the local community.

The cost of utilities (i.e., gas, electric, and water service) averages \$200/month. The services are necessary to ensure that the house is suitable for occupancy.

Funds have been budgeted to provide transitional housing assistance to at least one victim of domestic violence, dating violence, sexual assault or stalking each month. Each victim and her dependents will receive up to \$500 to assist with rent and utility payments or security deposits.

TOTAL OTHER COSTS: \$84,900

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval (a fully executed, negotiated agreement) must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description	Computation	Cost
13.25% of DirectSalaries (Excluding Fringe Benefits)	\$212,700 x 13.25%	\$28,183

The Indirect Cost Rate Agreement was approved by the Department of the Interior, the applicant's cognizant Federal agency on January 1, 2012. (A copy of the fully executed, negotiated agreement is attached).

TOTAL INDIRECT COSTS: \$28,183

Budget Summary- When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal funds requested and the amount of non-Federal funds that will support the project.

Budget Category	Amount
A. Personnel	\$212,700
B. Fringe Benefits	\$32,481
C. Travel	\$12,000
D. Equipment	\$1,500
E. Supplies	\$9,075
F. Construction	\$0
G. Consultants and Contracts	\$59,155
H. Other Costs	\$84,900
Total Direct Costs	\$411,811
I. Indirect Costs	\$28,183
TOTAL PROJECT COSTS	\$439,994
Federal Share Requested	\$439,994
Non-Federal (Match) Amount	\$0