

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



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# OVW Fiscal Year 2013 National Tribal Protection Order Registry Initiative Call for Concept Papers

## Eligibility

Applicants are limited to Indian tribes, tribal organizations, and tribal nonprofit organizations  
(See "Eligibility," page 4)

## Deadline

All applications are due by 11:59 p.m. E.T. on Tuesday, December 18, 2012  
(See "Deadlines: Application," page 4)

## Pre-Application Conference Calls

OVW will hold one conference call prior to the application deadline for those interested in applying.  
This call is optional. (See "Pre-Application Conference Call," page 4)

## Contact Information

For assistance with the requirements of this solicitation, contact OVW at (202) 353-4338.

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

**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.

To ensure all applicants have ample time to complete the registration process through Grants.gov, applicants should register online with Grants.gov by Friday, November 30, 2012.

Grants.gov Number assigned to announcement OVW-2013-3390.

It is anticipated that all applicants will be notified of the outcome of their applications by April 1, 2013.

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# OVW National Tribal Protection Order Registry Initiative (CFDA 16.019)

## Overview

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

## About the OVW National Tribal Protection Order Registry Initiative

Title IX of the Violence Against Women Act of 2005 (VAWA 2005) includes a number of programs and initiatives that are specific to the unique needs of tribal governments. Section 905 of the Act authorizes the creation of a national tribal protection order registry that would contain “civil and criminal order of protection issued by Indian tribes and participating jurisdictions.”<sup>1</sup> The statute also directs the Attorney General of the United States to “contract with any interested Indian tribe, tribal organization, or tribal nonprofit organization to develop and maintain” the registry.<sup>2</sup> The goal of Section 905 is to provide Indian tribal governments with the ability to have timely access to accurate data related to individuals who are the subject of a criminal or civil protection order issued by tribal courts. The registry will also provide participating tribes with the opportunity to share information about alleged domestic violence offenders with other tribal jurisdictions nationwide. Tribes also need the ability to share information with non-tribal law enforcement agencies in order to help protect Indian women from violence.

Tribal law enforcement agencies are authorized by Federal statute to access and enter information into Federal criminal information databases maintained by the Federal Bureau of Investigation (FBI). Specifically, §905(a) of VAWA 2005 directs the Attorney General to “permit Indian law enforcement agencies, in the cases of domestic violence, dating violence, sexual assault, and stalking, to enter information into federal criminal information databases and to obtain information from the databases.”<sup>3</sup> Having access to the FBI databases, in particular the National Crime Information Center (NCIC) Protection Order File, will enable tribal law

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<sup>1</sup> Pub. L. No. 109-162, Title IX, §905(b) (codified at 28 U.S.C. §534, note)

<sup>2</sup> Ibid.

<sup>3</sup> Pub. L. No. 109-162, Title IX, §905(a)

enforcement officials to share critical information regarding protection orders issued by tribal courts with law enforcement officials in other jurisdictions across the nation.

The goal of this initiative is to not only create the protection order registry specified in Title IX of VAWA 2005, but also to assist tribes with accessing the national criminal information databases.

## Deadlines

### Application

The deadline for applying for funding under this grant announcement is 11:59 p.m. EST on Tuesday, December 18, 2012. Applications submitted after 11:59 p.m. EST on Tuesday, December 18, 2012 will not be considered for funding.

Note: For applicants without Internet access, who cannot submit an application electronically, please contact the OVW Point of Contact for this solicitation, Neelam Patel, at (202) 353-4338 no later than **24 hours prior to the application deadline** 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 requirement for registering with Grants.gov is that your organization be registered with the System for Award Management (SAM). 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 they have used these systems.

The **Grants.gov** registration deadline is Friday, November 30, 2012. It is strongly encouraged that applicants begin the registration process well in advance of the deadline. For more information on the process of registering with Grants.gov, please see the [Reference Guide](#).

### Pre-Application Conference Call

OVW will conduct one (1) Pre-Application Conference Call. During this call, OVW staff will review the application requirements and process and allow for a question and answer session. Participation in this call is optional.

The conference call is scheduled for **Thursday, November 1, 2012; 2 – 4 p.m. E.T.**

Anyone interested in submitting a concept paper to the National Tribal Protection Order Registry Initiative may register to participate in the calls. The total number of participants for the call is limited to 50 individuals.

To register, please send an email to [Neelam.J.Patel@usdoj.gov](mailto:Neelam.J.Patel@usdoj.gov) and write “conference call registration” in the subject line of the email. Your registration must be received at least twenty four hours prior to the start of the call.

## **Eligibility**

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

### **Eligible Entities**

Eligible entities for this solicitation are:

- Indian tribes;
- Tribal organizations; and
- Tribal nonprofit organizations

For purposes of this program, the following definitions apply:

### **Indian Tribe**

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)(13).)

### **Tribal Organization**

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))

Note: A for-profit commercial enterprise that is either controlled, sanctioned, or chartered by the governing body of an Indian tribe is considered to be a tribal organization, and is therefore eligible to apply for funding under this solicitation.

### **Tribal Nonprofit Organization**

A victim services provider that has as its primary purpose to assist Native victims of domestic violence, dating violence, sexual assault, or stalking. The staff and leadership of the organization must include persons with a demonstrated history of assisting American Indian or Alaska Native victims of domestic violence, dating violence, sexual assault, or stalking (42 U.S.C. §1395(a)(31)).

### **Types of Applicants**

OVW will accept applications from all eligible applicants.

**Note: applicants with an OVW grant history that failed to meet grant deadlines, did not comply with financial requirements, or did not comply with special conditions from previous grants may not be considered for funding.**

## **Award Information**

### **Award Period**

The award period for the cooperative agreement will be three years (36 months), with a presumption that the successful applicant will receive an additional two years of funding at the completion of the 36-month period, contingent upon availability of funds and satisfactory performance. **All budgets must reflect three years (36 months) of project activity, and the total “estimated funding” (block 15) on the SF-424 must reflect three years (36 months).**

### **Award Amounts**

Applicants may request up to \$2.5 million to support the National Tribal Protection Order Registry Initiative for a three-year period. OVW plans to enter into a single cooperative agreement for the development and implementation of the registry.

Applicants should carefully consider the resources needed to successfully implement the proposed project and present a realistic budget that accurately reflects project costs and anticipated program funding availability. **All applicants should exercise discretion when developing their budgets.**

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

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

## **Program Scope**

### **Program Scope**

Funds available under the National Tribal Protection Order Registry Initiative may only be used to:

- Develop and implement a tribal protection order registry containing civil and criminal orders of protection issued by Indian tribes and participating jurisdictions.

### **Required Program Activities**

The successful applicant will be invited to enter into a cooperative agreement with OVW. As part of the terms of the agreement, the successful applicant will be required to consult with OVW and seek OVW’s approval on all major decisions related to the development and implementation of the proposed project. The successful applicant will also be required to provide OVW staff with a meaningful opportunity to participate in all project-related planning and implementation activities. In addition, the successful applicant will be responsible for the following project-related activities:

- Developing wide-spread interest and support for the project by reaching out to the leaders of Federally recognized Indian tribes;
- Coordinating OVW's efforts to seek the insights, comments, and recommendations of tribal government leaders and Indian country criminal justice professionals throughout the course of the development and implementation of the project; and
- Providing training and technical assistance to any tribal government or other qualified jurisdiction that is interested in participating in/or accessing the established registry.

**Activities That May Compromise Victim Safety**

Ensuring victim safety is a guiding principle underlying all OVW grant programs and initiatives. Experience has shown that certain practices may compromise victim safety rather than enhance it. Accordingly, consistent with the goals of ensuring victim safety while holding perpetrators accountable for their criminal conduct, applicants are strongly discouraged from proposing projects that include any activities that may compromise victim safety, such as the following:

- Inadequate or inappropriate information-sharing protocols, policies, or procedures, including those that would allow internet publication of registry information or allow individuals with access to the registries to use the information contained in the registry for a non-law enforcement or criminal justice-related purpose.

Applications that include any activity that may compromise victim safety may receive a deduction of up to 25 points off of the final score during the internal review process or may be excluded from consideration entirely.

Additionally, the successful applicant to this program must adhere to:

- the prohibition on internet publication of protection order information included in 18 U.S.C. 2265;
- the Federal security regulations governing the permissible uses and dissemination of information contained in the FBI criminal justice information databases as set forth in 28 CFR Part 20; and
- all other applicable laws and regulations.

**Out-of-Scope Activity—Research Projects**

OVW has determined research projects to be out of the program scope. (Note that this does not include program assessments conducted only for internal improvement purposes.) Applications that propose research projects may receive a point deduction during the review process. Applications that are determined to be substantially outside the scope of the OVW National Tribal Protection Order Registry will not be considered for funding.

**Unallowable Activities**

The following is a list of activities that are unallowable and cannot be supported by the National Tribal Protection Order Registry Initiative. 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

## How To Apply

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

It is the responsibility of the applicant to ensure that the application is complete and submitted by the deadline.

### Formatting and Technical Requirements

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

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

### Additional Technical Requirements

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 at least 48 hours prior to the due date of the application to allow sufficient time to address technical problems. Applicants should ensure 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](tel:8667055711).

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. You're 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.

### 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. 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](tel:1-800-518-4726).

### **Experiencing Unforeseen Technical Issues**

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

If you experience unforeseen technical issues that prevent you from submitting your application by the deadline, you **must** 1) contact the technical support number above **prior to the deadline** to report the problem, **AND** 2) contact Neelam Patel at (202) 353-4338 **within 24 hours after the deadline** to request approval to submit your application. At that time, you will be required to email the complete grant application, your DUNS number, and provide the Grants.gov Help Desk tracking number(s) you received when you reported the problem. After OVW reviews all of the information submitted and verifies your technical issues with the Help Desk, OVW will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be verified, your application will be rejected as untimely.

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

### **Application Requirements**

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

1. Project Narrative
2. Budget Detail Worksheet and Narrative
3. Letters of Support
4. Letters of Recommendations

Applications forwarded for review will be scored on the following:

1. Summary Data Sheet
2. Project Narrative
3. Budget Detail Worksheet and Narrative
4. Letters of Support
5. Letters of Recommendations

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

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

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

- Name, title, address, phone number, and e-mail address for the authorized representative. Please see the [Reference Guide](#) to determine who can be an authorized representative.
- Name, title, address, phone number, and e-mail address for the grant point-of-contact.
- Statement as to whether the applicant entity has expended \$500,000 in Federal funds in the past fiscal year for the applicant. Please specify the end date of the fiscal year.
- Project title.
- The duration of the project.
- The award amount requested.
- 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 prior to the date an application is submitted under this solicitation, the information below **must** be included.
    - Identify grant by OVW program, award number, and project period.
    - Specify the total funds remaining in each grant as of the date of application.
    - Provide the total funds remaining in each grant in the Personnel, Contracts/Consultants and Travel (OVW sponsored TA events) categories as of the date of application.
    - List the number and titles of all full-time and/or part-time positions funded by the award.
- A list of other federal assistance the applicant receives or for which the applicant is applying in FY 2013 to provide training and technical assistance related to sexual assault, domestic violence, dating violence, or stalking. The list should include the name of the federal funding agency, the award number, the cumulative award amount, and project end date. If any of the other federally funded or proposed projects are very similar in nature to the underlying project of this proposal, the applicant must explain how the projects differ, how they will complement each other, and how duplication will be avoided.

### **Project Narrative (60 Points Total)**

The Project Narrative may not exceed 20 pages, double-spaced. The Project Narrative is comprised of the following four sections:

#### Need for Project (10 Points)

This section must include the following:

- Describe the needs of tribal governments and tribal victims related to the sharing of protection order information between jurisdictions;
- Describe the information security, confidentiality, and victim safety issues associated with a tribal protection order registry; and

- Describe how the needs of tribal governments and tribal victims will be addressed through the proposed project.

#### What Will Be Done (25 Points)

This section must include the information below. The applicant must provide a clear link between the proposed activities and the problem identified in the “Need for Project” section.

- Propose a project to establish a national tribal protection order registry in two phases: (1) design/development and (2) implementation. OVW does not expect applicants to include detailed technical design specifications in their application. Applicants should, however, clearly articulate how they intend to develop a plan for designing, developing, and implementing a registry that meets tribal needs;
- State clearly defined goals and objectives for the design/development and implementation phases of the proposed project, including the number of tribes that will have access to the registry;
- Include a detailed timeline that covers a three-year (36 months) period of activity that includes both phases. The timeline should identify benchmarks that will be met. OVW reserves the right to make access to funds contingent upon meeting benchmarks set forth in the timeline;
- Describe how the applicant will seek the insights, comments, and recommendations of tribal leaders and Indian country criminal justice professionals throughout the course of the development and implementation of the project;
- Identify the questions to be addressed during the design/development phase of the project;
- Describe how the applicant will address security, confidentiality, and victim safety issues related to the registry;
- Describe how the applicant will ensure compatibility with the National Crime Information Center (NCIC) Protection Order file;
- Describe how the applicant’s proposal will address the technological challenges posed by tribes with limited or no capacity to digitally transmit information;
- Explain how the applicant will ensure that Indian tribes are easily able to enter information into the registry;
- Explain how the applicant will foster widespread interest and support for the project among Federally recognized Indian tribes;
- Propose a plan to provide training and technical assistance to any tribal government that is interested in participating in/or accessing the established registry;
- Describe and justify any and all products that will be developed, including a timeline for the development and dissemination of each product. Include a dissemination plan for the products.

#### Who Will Implement the Project (25 Points)

This section must include the information below. 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. Please describe:

- The applicant or project partner’s knowledge of or expertise in Indian country criminal justice issues;
- The applicant or project partner’s knowledge of or expertise in the use and enforcement of protection orders in cases of domestic violence, sexual assault, dating violence, and stalking;

- The applicant or project partner's demonstrated expertise in criminal justice database development, by offering one or two examples of successful inter-tribal, state-wide, or inter-jurisdictional information-sharing databases that the applicant has completed in the past, or that are ongoing;
- Whether or not the applicant or one of its proposed partners currently has an Originating Agency Identification Number, as well as what type of access the applicant or its partner currently has to the National Crime Information Center (NCIC);
- The applicant or project partner's demonstrated expertise in inter-tribal relations by offering one or two examples of current or prior projects where the applicant used its expertise to foster cooperation between tribes to achieve mutual goals; and
- The applicant or project partner's experience in providing training or technical assistance to Indian tribes.

Applicants should describe the expertise and knowledge of both their existing personnel that would staff the proposed project, and of any new proposed staff positions, as well as any independent consultants who would be hired to work on the project. Applicants are ***strongly encouraged*** to submit the resumes or *curriculum vitae* of proposed staff and consultants, as well as position descriptions, as attachments to their applications.

### **Budget Detail Worksheet and Narrative (15 Points)**

OVW has the discretion to award cooperative agreements for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to award of a cooperative agreement. For guidance on budget requirements please see the [Reference Guide](#). A Sample Budget Detail Worksheet is available at <http://www.ovw.usdoj.gov/docs/budget-detail-worksheet.pdf>. When preparing the Budget Detail Worksheet and Narrative, please use the Sample Budget Detail Worksheet as a guide and be sure to include all necessary budget categories as outlined in the Worksheet.

### Award Period and Amount

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs. Applicants may request up to \$2.5 million for three years (36 months) under the OVW National Tribal Protection Order Registry Initiative

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

### Budget Requirements

Applicants are required to submit a budget detail worksheet that is reasonable and cost effective. The budget must adhere to the Office on Violence Against Women (OVW) [Financial Grants Management Guide](#). The budget detail worksheet must:

- Include a budget narrative that supports and justifies all proposed costs and provides a clear link between specific project activities and proposed budget items; and
- Include a budget that reflects all costs related to implementing the proposed project and provides calculations for all costs.

### OVW Meetings

All applicants **are required** to allocate funds in the amount of \$20,000 for the project period to support travel costs associated with OVW technical assistance provider meetings and other OVW sponsored meetings relevant to this project. Applicants should estimate costs for 4-8 trips over the course of the five year project. The budget should include an estimated breakdown for this amount, including the number of travelers, airfare or mileage, lodging, per diem, etc.

### 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

The cost allowed for *logistical* conference planning (this is applicable regardless of whether the recipient is planning in-house or is contracting with an outside conference planner) is limited to \$50 for each attendee (costs of trainers, instructors, presenters and facilitators are to be included as attendees when calculating the planning threshold), not to exceed a cumulative total of \$8,750. For example, if the number of attendees at a conference is 100, the cost allowed for a logistical planner is \$5,000 (\$50 X 100 attendees). Indirect cost rates must be applied to conference planning costs in accordance with negotiated agreements and must be included when calculating the planning thresholds. If it is expected that the conference planning will meet these limitations, no further justification is required. If these limitations are expected to be exceeded, the recipient must justify the costs in writing and those costs must be approved by the Office on Violence Against Women before the recipient proceeds with the logistical planning.

#### Cost of Programmatic Conference Planning

The cost allowed for programmatic conference planning (this is applicable regardless of whether the recipient is planning in-house or is contracting with an outside programmatic conference planner) is limited to \$200 for each attendee (costs of trainers, instructors, presenters and facilitators are to be included as attendees when calculating the planning threshold) not to exceed a cumulative cost total of \$35,000. For example, if the number of attendees at the conference is 100, the cost allowed for a programmatic planner is \$20,000 (\$200 X 100 attendees). Indirect cost rates must be applied to conference planning costs in accordance with negotiated agreements and must be included when calculating the planning thresholds. If these limitations are met, no further justification or approval is required. If it is expected that these limitations will be exceeded, the costs must be justified in writing and approved by the Office on Violence Against Women before the recipient proceeds with the programmatic planning.

#### Conference Space and Audio-Visual Equipment and Services

Recipients must limit the cost of conference space and audio-visual equipment to \$25 per day per attendee, not to exceed a total of \$20,000 for the conference. Indirect cost rates must be applied to conference space and audio-visual equipment costs in accordance with negotiated agreements, and must be included when calculating this threshold. If these limitations are going to be exceeded the recipient must submit a justification, in writing to the Office on Violence Against Women for approval before the recipient enters into any contract for the use of conference space and audio-visual equipment.

### Prohibition on Trinkets at Conferences

Trinkets (items such as hats, mugs, portfolios, t-shirts, coins, etc., regardless of whether they include the conference name or logo) must not be purchased with funds made available under this agreement. Basic supplies that are necessary for use during the conference (e.g., pens, paper, name tags) may be purchased.

### Entertainment at Conferences

OVW funds may not be used for costs of entertainment, including amusement, diversion, social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities).

### Food and Beverages at Conferences

Subject to OVW prior approval, and under limited circumstances, OVW funds may be used to purchase food and/or beverages for meals served during a meeting, conference or training. Under no circumstances may OVW funds be used to purchase food and/or beverages for refreshment breaks. OVW may approve the use of funds to purchase food and/or beverages served at a working meal if the recipient can justify that provision of the meal is necessary to accomplish official business and enhance the cost effectiveness of the conference. For example, a meal may be permissible where the conference would need to be extended if the working meal is not provided.

Furthermore, if a meal is approved by OVW, the cost of any individual meal, plus taxes and any hotel service costs (e.g., labor cost for room setup), must not exceed 150 percent of the General Services Administration (GSA) Meals and Incidental Expenses (M&IE) rate for that meal in that locality per attendee. OVW strongly encourages costs to stay at or below 100% of the applicable per diem rate for any meal provided, including any service costs. The current GSA. This restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organizations travel policy.

### Prior Approval Required Before Entering Into Contracts Or Expending Funds for Conferences

All recipients will be required to complete and submit the Conference and Events Approval Form to OVW for review and approval prior to entering into any contract (with the exception of logistical or programmatic planning contracts) or expending any funds for any meeting, conference, training, or other event.

### Conference Reporting

Within 45 days after the end of any conference, meeting, retreat, seminar, symposium, training activity, or similar event funded under this award, and the total cost of which exceeds \$20,000 in award funds, all recipients must provide the program manager with a completed Conference and Events Reporting Form found at [www.http://www.ovw.usdoj.gov/receive-grant.html](http://www.ovw.usdoj.gov/receive-grant.html). Updated Department of Justice and OVW guidance on conference planning, minimization of costs, and conference cost reporting is available on the OVW website.

### 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.

### **Letters of Support (10 Points Total)**

Applicants are required to submit Letters of Support from all partners for this project who would receive funding through the award or from other partner organizations that are essential to the implementation of the project. Letters from partners should describe the partners' role in the project, as well as their commitment to the collaboration.

In addition, if the applicant has provided technical assistance to OVW grantees in the past, at least one letter of support must be submitted by an OVW grant recipient who received that technical assistance or training. Applicants that have not previously provided technical assistance to OVW grantees must submit a letter from a potential recipient of the technical assistance supporting the need for the proposed project (e.g., a tribe that wishes to participate in a national tribal registry).

It is strongly recommended that the letters of support not present as form letters written by the applicant and simply signed by the partnering organization/s. Each letter must be current (i.e., dated no more than 12 months prior to application date). Additionally, letters of support must include the contact information of the signatory of the letter (i.e., email and phone number). Please note that OVW may request a signed Memorandum of Understanding among project partners prior to making an award if it is deemed necessary to clarify the roles and responsibilities of each partner.

For those applicants partnering with one or more organizations, the score for this section will be based on the partner letters and the letter/s of support from the recipient/s or potential recipient/s of technical assistance. For those applicants not partnering with any other organizations, the score for this section will be based solely on the letter/s of support from the recipient/s or potential recipient/s of technical assistance.

The letters of support should be submitted as attachments to the application in Grants.gov.

### **Letters of Recommendations (10 Points Total)**

All applicants are required to submit at least three (3) letters of recommendation from current or previous clients of the applicant or a project partner who has utilized the applicant's or project partner's information-sharing database development services. The letters must be submitted together as attachments to the proposal.

Each letter must be submitted on the client's own official letterhead, and must:

- State the date that its business relationship with the applicant or project partner commenced;
- Describe a current or previous database development project that the applicant or project partner performed for the client;
- Describe the client's overall experience in working with the applicant or project partner including whether or not the client was satisfied with the timeliness of the performance, the cost-effectiveness of the project, and the client's satisfaction with the finished product; and

- Whether or not the client would recommend the applicant or project partner's database development services to others.

Each letter must be current (i.e., dated no more than 12 months prior to application date) and must address each of the evaluation criteria specified above. Each letter must also be signed by the chief executive officer of the client's organization, and include the contact information for chief executive officer (i.e., email and phone number).

## **Additional Required Information**

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

### **Proposal Abstract**

The Proposal Abstract should provide a short and accurate summary of your proposed project including identifying the target audience for the proposed project, who will be involved with the proposed project, and what will be done. Please do not summarize past accomplishments in this section.

### **Status of Current Project (if applicable)**

Applicants applying to supplement a current OVW funded technical assistance project, must provide the following information about the status of that current project:

- Identify the grant award number and project period;
- Specify the total funds remaining in the award as of the date of application;
- Provide the total funds remaining in each grant in the Personnel, Contracts/Consultants and Travel categories as of the date of application;
- List the number and titles of all full-time and/or part-time positions; and
- Describe the status of achieving the goals and objectives identified in your most recent application.

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

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

Applicants must complete the SF-424 online. Please see the Reference Guide for additional information.

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

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

### **Letter of Nonsupplanting**

Applicants must submit a letter to OVW's Director, signed by the Authorized Representative, certifying that Federal funds will not be used to supplant State or local funds should a grant award be made. Please refer to [http://www.ovw.usdoj.gov/docs/nonsup\\_letter.pdf](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](mailto: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 (within the last three years) received funding from OVW or the Office of Justice Programs OJP must complete a Financial Capability Questionnaire, and submit it, along with their current year's audit report, as an attachment to the application in Grants.gov. The form can be found at <http://www.ovw.usdoj.gov/applicants.htm>.

### **Indirect Cost Rate Agreement (if applicable)**

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

## Selection Criteria

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

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

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

### Review Process

All applications will be scored according to the criteria set forth in this solicitation. 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. In addition to peer review ratings, considerations may include past performance on any OVW awarded grant (as discussed in the section below), geographic distribution, regional balance, policy priorities, and available funding. Upon completion of the initial peer review, OVW may conduct interviews or on-site visits with a subset of applicants. OVW may also request additional information from applicants. OVW may also contact and interview those individuals who submitted letters of support and/or recommendations.

### Past Performance Review

OVW awards and cooperative agreements that are current or have been closed for up to one calendar year will be reviewed based on the elements listed below. Up to 25 points may be deducted from the application based on this review.

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

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

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

## Other Requirements

### Federal Financial Guidelines

Federal grants are governed by the provisions of the OMB circulars applicable to financial assistance and OVW's [Financial Grants Management Guide](#), which are available from the OVW Web site. The OVW 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 OVW's 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.

### Reporting Requirements

All OVW grantees are required to submit annual and/or semi-annual progress reports, which will be provided to you should you be selected for an award, as well as quarterly Federal Financial Reports. For more information, please see the [Reference Guide](#).

### Additional Requirements

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

- Civil Rights Compliance
- Faith-Based and Other Community-Based Organizations
- Confidentiality
- Research and the Protection of Human Subjects (if applicable)
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)

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

This checklist is for your convenience only. Applicants must submit a fully executed application to OVW, including all required supporting documentation.

<b>Application Document</b>	<b>Completed?</b>
<b>1. Summary Data Sheet</b>	
<b>Summary of Current OVW Projects</b>	
<b>2. Project Narrative</b>	
<b>Need for Project</b>	
<b>What Will Be Done</b>	
<b>Who Will Implement</b>	
<b>3. Budget Detail Worksheet and Narrative</b>	
<b>4. Letters of Support</b>	
<b>5. Letters of Recommendation</b>	
<b>6. Proposal Abstract</b>	
<b>7. Status of Current Project (if applicable)</b>	
<b>8. Application for Federal Assistance (SF 424)</b>	
<b>9. Standard Assurances and Certifications</b>	
<b>10. Letter of Nonsupplanting</b>	
<b>11. Financial Accounting Practices</b>	
<b>12. Financial Capability Questionnaire (if applicable)</b>	
<b>13. Indirect Cost Rate Agreement (only if the applicant has a current Federally-approved rate)</b>	