



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

OVW Fiscal Year 2016 National Deaf Service Line Initiative Solicitation

Release Date: on or about October 11, 2016

Eligibility

Eligible applicants are limited to: victim service providers offering services to Deaf communities.

(See "[Eligibility Information](#)")

Deadlines

Applications are due: November 29, 2016 by 11:59 pm Eastern Time
(See "[Submission Dates and Times](#)")

Registrations are due: November 9, 2016. Applicants are encouraged to obtain a Data Universal Number System (DUNS) Number and register online with the System for Award Management (SAM) and with [Grants.gov](#) immediately, but no later than, **November 9, 2016.**

(See "[Registration](#)")

Contact Information

For assistance with this solicitation, contact Amy Loder at (202) 305-2971,
Amy.Loder@usdoj.gov

Submission and Notification Information

Submission: Applications for the OVW National Deaf Service Line Initiative will be submitted through [Grants.gov](https://www.grants.gov). For technical assistance with [Grants.gov](https://www.grants.gov), contact the [Grants.gov](https://www.grants.gov) Customer Support Hotline, 1-800-518-4726.

Grants.gov Number: The [Grants.gov](https://www.grants.gov) number assigned to this announcement is OVW-2016-11402

Notification: It is anticipated that applicants will be notified of the outcome of their proposals by **January 1, 2017**.

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. OVW tries to create forms and instructions that are accurate can be easily understood, and which impose the least possible burden on applicants. The estimated average time to complete and file this form is 30 hours. Comments regarding the accuracy of this estimate or suggestions for simplifying this form, it can be submitted to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street, NE, Washington, DC 20530.

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OVW National Deaf Service Line Initiative. (CFDA 16.889)

A. Program Description

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, organizations that serve culturally specific and underserved communities, and others. OVW grants help provide victims across the life span 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 National Deaf Service Line Initiative

This initiative is supported by the Grants for Outreach for Services to Underserved Populations (Underserved Program) program, which is authorized by 42 U.S.C. § 14045.

Clear and unencumbered communication is essential for victims when accessing help and receiving services. This is especially true for D/deaf, hard of hearing, and Deaf/Blind (Deaf) victims. For many Deaf individuals, the most effective form of communication is in-person, using sign language, or an assistive communication device. Services that are most responsive to the needs of Deaf victims are firmly rooted in Deaf culture and provided by individuals who use the same mode of communication. This standard is often met when services are provided to Deaf victims by individuals who are Deaf, or firmly rooted in the Deaf community. However, these types of services are often not available due to the limited number of culturally Deaf specific domestic violence and sexual assault programs. Additionally, most hearing organizations do not employ Deaf advocates, so few of them are well positioned to provide culturally appropriate services to Deaf victims. As a result, many Deaf victims are either unserved or underserved.

Through its grant programs and initiatives, OVW has supported a number of projects aimed at increasing in-person services to Deaf victims. Despite these efforts, in-person services to Deaf victims remain limited. As a result, many Deaf victims are left without a means of accessing safe, culturally appropriate services. One solution to address the deficiency is to establish a National Deaf Service Line (NDSL). While in-person services remain the best option, remote services, provided by a Deaf advocate, via video phone are the next best option. The NDSL will enable Deaf victims of domestic violence, sexual violence, dating violence, and stalking to speak directly with a Deaf advocate, or an individual who is fluent in their preferred mode of communication, via video phone 24 hours per day, 7 days per week.

The National Deaf Service Line Initiative (Initiative) is a two-phase initiative. This solicitation is seeking applications for Phase One: Create a comprehensive plan to establish the NDSL. OVW

will make one award to an organization to develop Phase One. Upon the successful completion of Phase One, OVW may elect to release a solicitation for Phase Two, which will be to implement the plan that was developed in Phase One.

OVW anticipates that the organization funded to develop the comprehensive plan in Phase One of the Initiative will be different from the organization funded to implement the plan under Phase Two. OVW views the two phases of the initiative as separate projects, requiring different areas of expertise.

Program Scope

Activities supported by both phases of the Initiative 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 [DOJ Financial Guide](#), any updates to the [DOJ Financial Guide](#), and the conditions of the recipient's award.

Purpose Area

In FY 2016, funds under Phase One of the Initiative will be used for the following purpose:

Award of a planning grant to develop a comprehensive plan, with the input of the Deaf community and essential stakeholders, to establish the NDSL. The comprehensive plan must include intervention strategies and address the barriers Deaf victims encounter when accessing services.

Note: Applicants must be willing to work closely with OVW in creating a comprehensive plan, including the possibility of modifying activities to more appropriately meet the goals of the Initiative.

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:

1. Procedures or policies that compromise the confidentiality of information and privacy of survivors.
2. Partnering with individuals or organizations that support/promote practices that compromise victim safety and/or minimize offender accountability.
3. Activities that do not reflect an understanding of violence against women, and the experience of survivors.
4. Activities that fail to incorporate assistance that reflects the experiences and unique needs of the Deaf community.
5. Planning activities that fail to include Deaf advocates, Deaf survivors, or Deaf individuals.
6. Developing an implementation plan that is not responsive to all members of the Deaf community (Deaf, hard of hearing, Deaf/Blind).
7. Proposing a plan that limits access to certain subset of Deaf survivors, or does not take into account all of the communication needs of Deaf survivors.

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 that the activities listed below are out of scope and therefore will not be supported by the Initiative.

1. Research projects (except program assessments conducted only for internal improvement purposes. See section Research and Protection of Human Subjects in the FY 2014 Solicitation Companion Guide at <http://www.justice.gov/sites/default/files/ovw/legacy/2013/12/16/companion-guide-fy2014.pdf>)
2. Activities that are not part of the planning process, such as providing direct services, hosting training events or conferences, engaging in outreach activities, or developing educational materials.

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 Initiative will not be considered for funding.

Unallowable Activities

The following is a list of activities that are unallowable and cannot be supported by the Initiative.

1. Lobbying;
2. Fundraising;
3. Purchase of real property;
4. Construction; and
5. Physical modifications to buildings, including minor renovations (such as painting or carpeting).

Applications that propose unallowable activities may receive a point deduction during the review process or may be eliminated from further consideration entirely.

B. Federal Award Information

Availability of Funds

OVW is seeking to fund one organization to complete Phase One of the Initiative. This is a one-time funding opportunity. The applicant selected under this solicitation will not be able to repeat Phase One in the future.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

Award Period

The award period will be 24 months. Budgets must reflect 24 months of project activity and the total “estimated funding” (block 15) on the SF-424 must reflect 24 months. The award period will start on January 1, 2017.

Award Amounts

The award for Phase One of the Initiative will be \$500,000. Proposals exceeding the identified budget cap may receive point deductions during the review process.

Applicants should carefully consider the resources needed to successfully create a comprehensive plan to establish the NDSL and present a realistic budget that accurately reflects project costs. 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.

OVW estimates that it will make one award for an estimated \$500,000

Award Type

The award for Phase One of the Initiative will be made as a cooperative agreement. Cooperative agreements are a form of award made when OVW expects to have ongoing substantial involvement in award activities. For this program, substantial involvement includes, but is not limited to, participating in all meetings, webinars, and teleconferences. Additionally, OVW will assist in the development of all products and review and approve all products developed under this award. OVW will invite other relevant federal agencies and components to participate in Phase One activities when appropriate.

Types of Applicants

Applicants for the Initiative are considered to be new.

C. Eligibility Information

Eligible Applicants

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 applicants for this initiative are: victim service providers offering services to Deaf communities.

Nonprofit Organization Requirements

Any entity that is eligible for the this solicitation must be an organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of that Code. See 42 U.S.C. § 13925(b)(16)(B). Any nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code is not eligible for a grant under this solicitation.

Cost Sharing or Match Requirement

This program has no matching or cost sharing requirement.

Limit on Number of Application Submissions

If an applicant submits multiple versions of the same application, OVW will review only the most recent system-validated version submitted prior to the deadline.

D. Application and Submission Information

Address to Request Application Package

The complete application package is available on Grants.gov or at the [OVW website](#). To request a paper copy contact Amy Loder at (202) 305-2971, Amy.Loder@usdoj.gov.

Letter of Registration

Applicants intending to apply for FY 2016 funding under this solicitation are strongly encouraged to submit a letter of registration. The letter should state that the applying organization is registered and current with the System for Award Management (SAM) and with Grants.gov. The letter should be submitted to **Amy Loder at Amy.Loder@usdoj.gov by November 9, 2016**. This will ensure that the applicant is well-positioned to successfully submit a proposal by the application deadline. This letter will not obligate the applicant to submit an application. See [Appendix B](#) for a sample Letter of Registration.

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, an application missing required documents may have additional special conditions included on its award 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. OVW will not contact applicants for missing items.

Do not submit documents in addition to those specified in this solicitation. Please note that any materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.

Formatting and Technical Requirements

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

1. Double spaced (Project Abstract, Summary Data Sheet and charts may be single space)
2. 8½ x 11 inch paper
3. One-inch margins
4. Type no smaller than 12 point, Times New Roman font
5. Page numbers
6. No more than 20 pages for the Project Narrative.
7. Word documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).
8. Headings and sub-headings that correspond to the sections identified in this section of the solicitation.

Solicitation Requirements

Applications must include the following required documents and demonstrate that the program eligibility requirements have been met. Applications that do not address all 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. Letters of Support

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 Total)

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:

1. Name, title, address, phone number, and e-mail address for the [Authorized Organization Representative \(AOR\)](#) of the applicant agency. For a definition of the [AOR](#), please see the "[Application for Federal Assistance \(SF-424\)](#)" section.
2. Name, title, address, phone number, and e-mail address for the grant point-of-contact. This person must be an employee of the applicant agency.
3. Statement as to whether the organization applying will serve as a "pass through entity" (a fiscal agent/sponsor) for an organization, or organizations that will ultimately implement the project. If so, the applicant must include a statement acknowledging that, should an award be made, it would be responsible for all statutory, fiscal and programmatic requirements, including those of 2 CFR Part 200, as well as all project deliverables. The organization applying for the award must also list all of the entities it will enter into agreements with to perform the work, and should include a description of how these entities intend to accomplish the purposes of the award if such a description is not already provided in a Memorandum of Understanding (MOU) submitted as part of the application.
4. Statement as to whether the agency applying has expended \$750,000 in federal funds in the organization's past fiscal year. Please specify the end date of the applicant's fiscal year.
5. A list of other federal grant programs from which the applicant organization currently receives funding or for which it has applied for funding in FY 2016 to do similar work. Please provide this information in a table using the format found in [APPENDIX E](#).
6. Statement as to whether the applicant is a nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code.
7. Statement as to whether the applicant is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure to establish a rebuttable presumption that its executives' compensation is reasonable. If the applicant is not a nonprofit organization or is a nonprofit that does not use the safe-harbor procedure, provide a statement to that effect. For additional information about the safe-harbor procedure, see "[Disclosures Related to Executive Compensation](#)" section.
8. Summary of Current and Recent OVW Projects (if applicable).
If the applicant has a current grant or cooperative agreement under any OVW program or an award that has been closed within the last 12 months from the date this solicitation closes, the information must be provided in the table found in [APPENDIX D](#). Failure to provide the required table will result in a loss of points.

Project Narrative (75 Points Total)

The Project Narrative may not exceed 20 pages in length, double-spaced.

The Project Narrative must clearly demonstrate the applicant's capacity to serve Deaf communities and its capacity and commitment to develop a comprehensive plan to establish and implement the NDSL.

The Project Narrative comprises the following three sections:

1. Capacity to Implement the Initiative
2. Who Will Implement
3. What Will Be Done

Capacity to Implement the Initiative (30 points)

This section must:

1. Describe the structure of the applicant organization.
2. Describe the applicant's experience working at the intersection of Deaf individuals, sexual violence, domestic violence, dating violence, and stalking.
3. Describe the applicant's experience working on large scale, planning projects. The response should include information about establishing goals and objectives, timelines, and meeting deadlines.
4. Describe the applicant's experience working with individuals from various disciplines and/or populations.
5. Describe the applicant's experience with developing services for Deaf victims.
6. Demonstrate the applicants' capacity to conduct a comprehensive assessment of the needs of Deaf victims.

Who Will Implement the Project (20 points)

This section should include staff and consultants only. It should not include individuals who are solely acting as participants in the planning process. For example, individuals participating in a focus group, round table, or interview.

This section must:

1. Identify specific staff who will be involved in the project. The role and capacity of each staff member must be included in this section. If new staff will be hired to assist with the project, a detailed description of the skills and qualifications for the new hire must be included.
2. Identify any consultants that may be involved in the project. Consultants may be identified by name, organization, and/or type of expertise that is needed to fully implement this initiative.

What Will Be Done (25 points)

This section must describe the process the organization will follow to develop a comprehensive plan for establishing the NDSL. This section must demonstrate that the staffing plan can carry out the proposed activities.

In describing what will be done, the application must include:

1. Specific activities and explain how each activity will benefit the project.
2. A description of how the applicant plans to assess existing services.
3. Information to be gathered.
4. A description of how the information will be used.
5. The tools that will be used to gather information. This may include a literature review, interviews, roundtables, planning meetings, listening sessions, etc. The proposal should detail the anticipated number of interviews and in-person and remote information gathering sessions.
6. Who will be involved, including staff, consultants, and participants or subject matter experts.
7. A timeline outlining the milestones of the project.

Budget Detail Worksheet and Narrative (10 Points)

All applicants are required to submit a detailed budget and supporting 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

Phase One of the NDSL Initiative is expected to be funded at \$500,000 for 24 months.

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.

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 DOJ Financial Guide.

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

This section must include:

1. A budget narrative that supports and justifies all proposed costs and provides a clear link between specific project activities and proposed budget items;
2. A budget that reflects all costs related to implementing the proposed project and provides calculations for all costs;
3. A statement showing how grant funds will be allocated 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 Sign Language interpreter services, language interpretation and translation services, or the purchase of adaptive equipment.
4. Compensation for individuals to participate in planning activities and events, such as travel, lodging, and per diem.

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.justice.gov/ovw/grantees>. Applicants should also be aware of the following specific restrictions on conference planning and expenditure limitations:

1. Cost of Logistical Conference Planning
2. Cost of Programmatic Conference Planning
3. Conference Space and Audio-Visual Equipment and Services
4. Prohibition on Trinkets at Conferences
5. Entertainment at Conferences
6. Food and Beverages at Conferences
7. Prior Approval Required Before Entering Into Contracts or Expending Funds for Conferences
8. Conference Reporting

Budget clearance does not constitute prior approval of food and beverage costs. Recipients must seek approval of these costs through the conference approval process.

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.justice.gov/ovw/grantees>. For additional information regarding food and beverage regulations, please refer to the DOJ Financial Guide. Also see section on "[Funding Restrictions](#)" in this solicitation.

Accommodations and Language Access

Recipients of OVW funds must comply with applicable federal civil rights laws, which, among other things, prohibit discrimination on the basis of disability and national origin. This includes taking reasonable steps to ensure that persons with limited English proficiency (LEP) have meaningful access to recipients' programs or activities. More information on these obligations is available in the [OVW FY 2014 Solicitation Companion Guide](#) and at www.lep.gov. Applicants

are encouraged to allocate grant funds to support activities that help to ensure individuals with disabilities, 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 the materials are accessible to persons with disabilities. Grant funds may be allocated for these purposes.

Pre-Agreement Cost Approval

Please be aware that costs incurred prior to the start date of the award may not be charged to the project unless the recipient receives prior approval from OVW. Please see the DOJ Financial Guide for more information on pre-award costs.

Letters of Support (10 Points Total)

Applicants are required to submit a minimum of three, but no more than five Letters of Support from Deaf organizations, individuals from the Deaf community, or organizations that have worked with the applicant on project development, strategic planning, or concept design.

Letters of Support must:

1. Demonstrate that the organization/individual believes that the applicant has the capacity to develop a comprehensive plan for the creation of the NDSL.
2. Demonstrate that the organization/individual believes the applicant has a firm understanding of the Deaf community, Deaf culture, and the needs of Deaf victims.
3. Demonstrate that the organization/individual believes that the applicant has the ability to work with various disciplines and individuals from different populations, especially individuals from the Deaf community, in order to implement the project.
4. Demonstrate a willingness of the organization/individual to support the applicant in the implementation of the proposal.

Proposal Abstract

The Proposal Abstract should provide a short and accurate summary (no more than two pages double-spaced) 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. Applicants should not summarize past accomplishments in this section.

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. OVW will be unable to make an award to any nonprofit organization that does not submit a 501(c) (3) determination letter from the Internal Revenue Service.

Disclosures Related to Executive Compensation

Any applicant that is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure for establishing a rebuttable presumption that its executives'

compensation is reasonable, must provide the following: (1) a brief description of the process used for determining the compensation of its officers, directors, trustees, and key employees, including the independent persons involved in reviewing and approving such compensation (in lieu of a description, an applicant may submit its written compensation policy); (2) the comparability data used in establishing executive compensation; and (3) contemporaneous substantiation of the deliberation and decision regarding executive compensation. This third element can usually be addressed by submitting minutes from board meetings where compensation was considered and approved.

Applicants that want to learn about best practices for establishing compensation for their executives and the IRS's safe-harbor procedures can find more information through the National Council of Nonprofits, <https://www.councilofnonprofits.org/tools-resources/executive-compensation>.

Confidentiality Notice Form

All applicants are required to acknowledge that they have received notice that grantees and subgrantees must comply with the confidentiality and privacy requirements of the Violence Against Women Act, as amended. The acknowledgement form is available on the OVW website at

http://www.justice.gov/sites/default/files/ovw/pages/attachments/2015/01/20/confidentiality_acknowledgement_form_42015.pdf and must be signed by the authorized representative and uploaded to the application on Grants.gov.

Application for Federal Assistance (SF-424)

Applicants must complete the SF-424 online. For "Type of Applicant," please do not select "other." Please pay careful attention to the amount of Federal funding requested in the "Estimated Funding" section of this form. This amount must match the amount of Federal funding requested in the budget section of the application package. Only include values for "Applicant" if the program solicitation requires a match. The individual who is listed in "Authorized Representative" must be the AOR for the applicant agency. The AOR 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. All applicants must complete the *Disclosure of Lobbying Activities* (SF-LLL) form. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form. Applicants that do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.

Letter of Nonsupplanting

Applicants must submit a letter to OVW's Director, signed by the [AOR](#), 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.justice.gov/sites/default/files/ovw/legacy/2012/10/09/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.

1. 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? Please provide a brief description of the organization's policies and procedures that ensure funds will be tracked appropriately.
2. Does the applicant have written accounting policies and procedures? How often are these policies and procedures updated? Please provide a brief list of the topics covered in the organization's policies and procedures. OVW may request a copy for review during the application/award process or as part of the grant monitoring process.
3. Is the applicant's financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant? Please provide a brief summary of the organization's process for tracking expenditures.
4. Does the applicant have procedures in place for minimizing the time between transfer of funds from the United States Treasury and disbursement for project activities? Please provide a short summary of the organization's policy for requesting payments for grant awards.
5. 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.
6. Does the applicant have a documented records retention policy? If so, briefly describe the policy.
7. Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, (2 CFR Part 200)? Please provide a short list of the individual's qualifications/experience. If the individual is not familiar with the applicable rules and regulations, 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 its award to coordinate training.

Please note: This information will be used for a mandatory pre-award risk assessment. Failure to provide this information or to respond to questions from OVW regarding this information in a timely manner could result in the applicant being removed from consideration or a delay in funds.

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 must complete a [Financial Capability Questionnaire](#), and submit it online. Additionally, applicants may be required to submit their current year's audit report at a later time. The form can be found at <http://www.justice.gov/ovw/how-apply>.

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 rate agreement. Please include a copy of a current, signed Federally-approved indirect cost rate agreement. This should be a separate attachment to the application in Grants.gov.

Non-federal entities that have never received a federally-approved indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. This includes state and local governments that have never negotiated an indirect cost rate with the federal government and receive less than \$35 million in direct federal funding per year. Tribes that have never negotiated an indirect cost rate with the federal government may also use the 10% de minimis rate.

Applicants 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.

Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM)

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 an applicant has completed the D&B registration, its DUNS Number should be available the next business day.

Federal guidelines require that applicant organizations must (1) be registered in SAM.gov prior to submitting an application; (2) provide a valid DUNS number in its application; and (3) continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application under consideration by a Federal awarding agency. Also, Federal agencies may not make an award to an applicant until that applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time that OVW is ready to make an award, then OVW may make the determination that the applicant is not qualified to receive an award and use that determination as a basis for making the award to another applicant.

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.

If the applying organization already has an Employer Identification Number (EIN), the SAM registration will take **up to two weeks to process**. If the applying organization does not have an EIN, then **the applicant 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:

1. Obtain a DUNS number at the following website <http://www.dnb.com/us/> or call (866) 705-5711.
2. Access the SAM online registration through the SAM homepage at <https://www.sam.gov/portal/SAM/#1> and follow the online instructions for new SAM users.
3. Complete and submit the online registration. If the applying organization already has the necessary information on hand, the online registration takes approximately 30 minutes to complete, depending upon the size and complexity of the business or organization. Once the SAM registration becomes active, the applicant 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.

There is no fee associated with the registration process. Additionally, the registration process cannot be expedited. OVW strongly discourages applicants from paying a third party to register on their behalf in an attempt to expedite the registration process. To ensure all applicants have ample time to complete the registration process, applicants must obtain a DUNS, register online with the SAM and with Grants.gov immediately, but no later than **November 9, 2016**.

Submission Dates and Times

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. 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.

All applications will be submitted electronically. The deadline for submitting applications in response to this solicitation are **11:59 p.m. E.T. on November 29, 2016**. Applications submitted after **11:59 p.m. E.T. on November 29, 2016** will not be considered for funding. Applicants experiencing difficulties submitting an application should refer to the [Experiencing Unforeseeable Technical Issues](#) section of this solicitation.

Failure to begin the registration or application submission process in sufficient time is not an acceptable reason for a late application submission. It is important that applicants do not wait until the day of the application deadline to begin the application submission process. To ensure a successful application submission, OVW strongly encourages applicants to submit their applications at least 48, but no less than 24, hours before the deadline. After application submission, [AOR](#) should closely monitor their email for any notification from [Grants.gov](#) about a possible failed submission. The [AOR](#) will receive a minimum of two emails from [Grants.gov](#). One will confirm receipt of the application package. The other will either notify the [AOR](#) that the application was successfully submitted, or it will notify the [AOR](#) that there was an error with the application submission.

Please note that the [Grants.gov](#) notification process is automatic. OVW does not send out these notifications, nor does OVW receive a copy of these notifications. It is the responsibility of the applicant to notify OVW of any problems with the application submission process. Please see “[Experiencing Unforeseeable Technical Issues](#)” for information on the steps applicants must follow if corrective action must be taken.

OVW Policy on Duplicate Applications

If an applicant submits multiple versions of an application, OVW will review the most recent version submitted.

Experiencing Unforeseeable Technical Issues

As previously stated, applicants should begin the **registration process** immediately, but no later than **November 9, 2016** Furthermore, the applicant should begin the **application**

submission process 48, but no less than 24, hours prior to the application deadline. This will allow sufficient time for the applicant to contact the appropriate individuals and take corrective action, as outlined in this solicitation, should unforeseeable technical issues arise. If technical difficulties are experienced at any point during the application process, the applicant must 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 an applicant experiences unforeseeable technical issues that prevent submission of an application by the deadline, the applicant must take the following actions:

1. Contact Amy Loder at (202) 305-2971 or at Amy.Loder@usdoj.gov prior to the application deadline stating that the applicant is experiencing unforeseeable technical issues and provide a phone number and/or email address where the applicant can be reached; and
2. Contact the technical support number above prior to the application submission deadline.

Within 24 hours after the deadline, the applicant must again contact **Amy Loder at (202) 305-2971 or at Amy.Loder@usdoj.gov** to request permission to submit the application. At that time, the applicant will be required to email the complete grant application and DUNS number, and provide the Grants.gov Help Desk tracking number(s). After OVW reviews all of the information submitted and verifies the technical issues were unforeseeable with the Help Desk, OVW will contact the applicant to either approve or deny the request to submit a late application. If the technical issues cannot be verified as unforeseeable, the application will be rejected as late.

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. An applicant that fails to begin application submission at least 24 hours before the deadline will not be considered for late submission. Documentation of an attempt to submit on time include a documentation of a Grants.gov error message or email indicating a failed application attempt at least 23 hours before the deadline. Therefore an applicant experiencing technical difficulties must contact Grants.gov at least 22 hours before the deadline and return the documentation of attempt with the issue with Grants.gov.

Note: If the technical issue is caused by a failure to register with DUNS, SAM, or Grants.gov on time or test adobe acrobat on time a late submission request will be denied. The 24 hour window provides sufficient time to rectify most minor technical difficulties.

OVW Policy on Late Submissions

OVW offers several options for an applicant to provide advance notice to OVW if receipt of its application will be delayed due to a temporary lack of Internet access, unforeseeable technical issues, or geographic isolation. If an applicant does not provide advance notice to OVW about an issue that may cause a delay in the submission of its application, the application will not be considered for funding. If applicant follows the steps outlined above, OVW will consider the applicant's request for late submission. Extension of deadlines is not guaranteed and permission to submit a late application does not automatically result in an award. Late submission only allows an application to be considered for funding. If late submission is approved, the application will be reviewed for registration information and completeness and to

ensure that the applicant meets the basic eligibility requirements (BMR) as defined in the solicitation. If the applicant meets BMR, the application will be subject to both peer review and programmatic review before any funding decision is made.

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 request should specify the nature of the disaster and how it affected the applicant's ability to submit an application on time. OVW may request additional documentation from the applicant verifying the extraordinary natural or manmade disaster. Request should be submitted as soon as possible after the event has dissipated, but no less than 24 hours before the application deadline unless this event happens on the application due date.

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 program has been selected 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 the section of the SF 424 which refers to EO 12372. Applicants can find a list of SPOCs on the Office of Management and Budget website at http://www.whitehouse.gov/omb/grants_spoc.

Funding Restrictions

Federal assistance awards are governed by the provisions of 2 CFR Part 200. Additionally, OVW awards are covered by the [DOJ Financial Guide](#). The [DOJ Financial Guide](#) includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document also outlines the successful administration of grant funds. OVW generally does not allow pre-award costs. Such costs require prior approval by OVW and will only be allowed in limited circumstances.

Any recipient of an award will be responsible for monitoring subgrants/contracts, including MOU partner activities, under the grant in accordance with all applicable statutes, regulations, guidelines, and the [DOJ Financial Guide](#). Primary recipients will be responsible for oversight of subgrantee/partner 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:

1. 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.
2. Not serving food will significantly lengthen the day or necessitate extending the meeting to achieve meeting outcomes.

3. A special presentation at a conference requires a plenary address where there is no other time for food to be obtained.
4. 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.

Other Submission Requirements

As discussed in the “[Submission Dates and Times](#)” section above, applications must be submitted electronically via [Grants.gov](#). Applicants that are unable to submit electronically must contact the OVW at 202-307-6026 no later than **November 9, 2016** to request permission to submit an application by alternative means.

After applicants obtain their DUNS number and register with SAM, they can begin the [Grants.Gov](#) registration process. In order to apply for a grant, the applying 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). If applicants experience difficulties at any point during this process, they should call the [Grants.gov](#) Customer Support Hotline at **1-800-518-4726**.

Note: [Grants.gov](#) limits the use of specific characters in names of attachment files. Valid file names include only the characters shown in the table below. [Grants.gov](#) is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below.

| Characters | Special Characters | | |
|--------------------|--|-------------------|-----------------------|
| Upper case (A – Z) | Parenthesis () | Curly braces { } | Square brackets [] |
| Lower case (a – z) | Ampersand (&) | Tilde (~) | Exclamation point (!) |
| Underscore (_) | Comma (,) | Semicolon (;) | Apostrophe (‘) |
| Hyphen (-) | At sign (@) | Number sign (#) | Dollar sign (\$) |
| Space | Percent sign (%) | Plus sign (+) | Equal sign (=) |
| Period (.) | When using the ampersand (&) in XML, applicants must use the “&” format. | | |

OVW strongly suggests using simple titles for all documents, such as “FY 2016 OVW Project Narrative.” Please visit the [Grants.gov](#) website to review the most up-to-date guidelines about the use of specific characters.

The E-Business Point of Contact (E-Biz POC) within the applicant’s organization must register the organization with [Grants.gov](#). The E-Biz POC oversees the organization’s [Grants.gov](#) transactions and assigns the [AOR](#). The [AOR](#) submits the application to [Grants.gov](#) and must register with [Grants.gov](#) as well. In some cases the E-Biz POC is also the [AOR](#) for an organization.

1. *Step 1:* Go to Grants.gov. Mouse over the “APPLICANTS” drop down and click the “Organization Registration Link”.
2. *Step 2:* Register with SAM
3. [Step 3: Username & Password](#)
4. [Step 4: AOR Authorization](#)
5. [Step 5: TRACK AOR STATUS](#)

The application process can move forward once the organization successfully registers with Grants.gov.

Downloading a Grant Application Package

An applicant may download the application package to complete it offline and route it through the applying organization for review before final submission.

Applicants must use the correct version of Adobe software in order to download the grant application. To verify if the Adobe software version is compatible with Grants.gov, visit the following link: <http://www.grants.gov/web/grants/support/technical-support/software/adobe-reader-compatibility.html>.

Instructions on how to open and use the forms in the package are on the application package cover sheet. Agency-specific instructions are available for download when the application package is downloaded. The instructions identify the required information for a complete application.

Completing the Grant Application Package

The applicant must manually save changes to the grant application. Grants.gov does NOT automatically save changes. The package cannot be submitted until all required fields have been completed.

Submitting the Completed Grant Application Package

Log on to Grants.gov. After the application is fully completed, errors are corrected, and the application is saved, click the “Save & Submit” button on the cover page. The application package will be automatically uploaded to Grants.gov.

Reminder: To ensure a successful application submission, OVW strongly encourages applicants to submit their applications at least 48, but no less than 24, hours before the deadline. [AORs](#) should closely monitor their email for any notification from Grants.gov about a possible failed submission. The [AOR](#) will receive a minimum of two emails from Grants.gov. A confirmation screen will appear once the submission is complete. A Grants.gov tracking number will be provided at the bottom of this screen, as well as the official date and time of the submission. Applicants must record the tracking number if technical support is needed. The Grants.gov Help Desk can be reached at 1-800-518-4726, Monday through Friday, from 7:00 a.m. to 9:00 p.m. E.T.

E. Application Review Information

Criteria

Applications will be subject to a peer review and a programmatic review. Applications will be scored based on the degree to which the application responds to each section and addresses

each element in the 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. Specifically, scoring for the Initiative will be as follows:

1. Summary data sheet: 5 points
2. Project narrative: 75 points, of which
 - A. Capacity to Participate in the Initiative: 30 points
 - B. Who Will Implement: 20 points
 - C. What Will Be Done: 25 points
3. Budget narrative and detail worksheet: 10 points
4. Letter(s) of Support: 10 points
5. Possible programmatic point deductions
 - A. Formatting and Technical Requirements: up to 5 points
 - B. Activities that compromise victim safety & recovery: up to 10 points
 - C. Out-of-scope activities: up to 10 points
 - D. Past performance review: up to 25 points

Review and Selection Process

Peer Review

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

Programmatic Review

All applications that are considered for funding will be subject to a programmatic review. The programmatic review consists of assessing the application for compliance with the program's scope, activities that compromise victim safety and, if applicable, past performance and priority review. OVW reserves the right to deduct points from applications for the following reasons:

- Formatting and Technical Requirements
- Activities that compromise victim safety and recovery
- Out-of-scope activities
- Past performance

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.

As a part of the programmatic review process described above, applicants with current or recently closed OVW awards and/or cooperative agreements will be reviewed for past performance based on the elements listed below.

1. Progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the current project, indicating timely progress toward meeting project goals and objectives

2. Demonstration that past activities supported with OVW grant funds have been limited to program purpose areas
3. Adherence to all special conditions of existing grant award(s) from OVW
4. Adherence to programmatic and financial reporting requirements, including timely submission of required reports
5. Completion of close-out of prior awards in a timely manner
6. Appropriate use of and active participation in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current or recent award
7. Receipt of financial clearances on all current or recent grants from OVW
8. Timely resolution of issues identified in any audit or on-site financial or programmatic monitoring visit
9. Adherence to the Office of Management and Budget single-audit requirement;
10. Timely expenditure of grant funds
11. Adherence to the requirements of the Department of Justice Financial Guide

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

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 and not subject to appeal.

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.

Anticipated Announcement and Federal Award Dates

It is anticipated that all applicants will be notified of the outcome of their applications by January, 2017.

F. Federal Award Administration Information

Federal Award Notice

Successful applications will receive OVW award notifications electronically from the OJP Grants Management System. This award notification will be sent to the individuals listed as the Authorized Representative and the Point of Contact on the SF-424 for the application that was selected for funding and will include instructions on accepting the award. Recipients will be required to login; accept any outstanding assurances and certifications on the award; designate financial points of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document and terms and conditions by the authorized representative and the scanning of the fully-executed award document to OVW.

Administrative and National Policy Requirements

Applicants selected for awards must agree to comply with additional legal, administrative, and national policy 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 FY 2014 OVW Solicitation Companion Guide:

<http://www.justice.gov/sites/default/files/ovw/legacy/2013/12/16/companion-guide-fy2014.pdf>

1. [Civil Rights Compliance](#)
2. Funding to Faith-Based Organizations
3. Confidentiality and Privacy Protections
4. Research and the Protection of Human Subjects (if applicable)
5. Anti-Lobbying Act
6. Reporting Requirements
7. National Environmental Policy Act (NEPA) (if applicable)
8. DOJ Information Technology Standards (if applicable)
9. Non-Supplanting of State or Local Funds
10. Criminal Penalty for False Statements
11. Reporting Fraud, Waste, Error, and Abuse
12. Suspension or Termination of Funding
13. Nonprofit Organizations
14. Government Performance and Results Act (GPRA)
15. Rights in Intellectual Property
16. Federal Funding Accountability and Transparency Act (FFATA) of 2006
17. Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
18. Active SAM Registration

Terms and conditions for OVW awards, including awards under the Initiative are available at <http://www.justice.gov/ovw/grantees>. These terms are subject to change prior to the issuance of the awards.

Violence Against Women Act Non-Discrimination Provision

The Violence Against Women Reauthorization Act of 2013 added a new civil rights provision that applies to all FY 2016 OVW grants. This provision prohibits OVW grantees from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW. For more information on this prohibition, see <http://www.justice.gov/sites/default/files/ovw/legacy/2014/06/20/faqs-ngc-vawa.pdf>.

Additional information on the civil rights obligations of OVW funding recipients can be found in the FY 2014 Solicitation Companion Guide under "Civil Rights Compliance."

Compliance with OVW Financial Requirements

Each OVW grantee agrees to follow the financial and administrative requirements in the DOJ Financial Guide 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's award may be frozen or terminated and the grantee may be denied continuation funding.

Reporting Requirements

OVW grantees are required to submit semi-annual progress reports and quarterly Federal Financial Reports (SF 425). Appropriate progress report forms will be provided to all applicants

selected for an award. Forms will be submitted electronically via GMS. Future awards and fund drawdowns may be withheld if forms are delinquent.

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. OVW tries to create forms and instructions that are accurate can be easily understood, and which impose the least possible burden on applicants. The estimated average time to complete and file this form is 30 hours. Comments regarding the accuracy of this estimate or suggestions for simplifying this form, it can be submitted to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street, NE, Washington, DC 20530.

G. Federal Awarding Agency Contact(s)

For assistance with the requirements of this solicitation, contact Amy Loder at (202) 305-2971, Amy.Loder@usdoj.gov.

For technical assistance with Grants.gov, contact the Grants.gov Customer Support Hotline at 1-800-518-4726.

H. Other Information

Application Checklist

Applicants must submit a fully executed application to OVW, including all required supporting documentation. (OVW will not contact applicants for missing items.) Additionally, if an applicant plans to submit an application under any other OVW grant program this fiscal year, please ensure that only documents pertinent to this solicitation are included with this application. OVW will not redirect documents that are inadvertently submitted with the wrong application (e.g. a Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program Certification Letter submitted with a Transitional Housing Program Application will not be transferred to the Arrest Program application).

| Application Document | Date Completed |
|--|-----------------------|
| 1. Letter of Registration | |
| 2. Summary of Current OVW Projects, If Applicable | |
| 3. Summary Data Sheet | |
| 4. Project Narrative | |
| 5. Capacity to Participate in the Initiative | |
| 6. What Will Be Done | |
| 7. Who Will Implement | |
| 8. Proposal Abstract | |
| 9. Budget Detail Worksheet and Narrative | |

| | |
|---|--|
| 10. Letter of Support | |
| 11. Application for Federal Assistance: SF 424 | |
| 12. Standard Assurances and Certifications | |
| 13. Disclosures Related to Executive Compensation | |
| 14. Confidentiality Notice Form | |
| 15. Letter of Nonsupplanting | |
| 16. Financial Accounting Practices | |
| 17. Financial Capability Questionnaire (nonprofits only) | |
| 18. Indirect Cost Rate Agreement (only if the applicant has a current Federally-approved rate) | |

Do not submit documents in addition to those specified in this solicitation. Please note that any materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.

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 DOJ Financial Guide.

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 2 CFR Part 200.317-326. All sole-source procurements (those not awarded competitively) in excess of \$150,000 require prior approval from OVW. This applies to procurements of goods and services, but not to selection of sub recipients. MOU project partners are generally considered subrecipients for time spent working on program objectives. For additional information on determining whether the recipient of the pass-through funds is a subrecipient or a contractor, please refer to 2 CFR Part 200.330.

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 or 2 CFR Part 200 Subpart F – Audit Requirement are unallowable. If the applicant agency did not meet the applicable expenditure threshold 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.

Non-federal entities that have never received a federally-approved indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used

indefinitely. This includes state and local governments that have never negotiated an indirect cost.

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. Keep in mind that partners are generally considered subrecipients and should be reimbursed for actual costs incurred for the project rather than on a fee for service basis. 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

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.

| <u>Name/Position</u> | <u>Computation</u> | <u>Cost</u> |
|--------------------------|-------------------------------------|-------------|
| 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, Worker's Compensation, and Unemployment Compensation.

| <u>Name/Position</u> | <u>Computation</u> | <u>Cost</u> |
|----------------------|--------------------|-------------|
| Program Coordinator | | |
| Employer's FICA | \$70,500 x 7.65% | \$ 5,393 |
| Health Insurance | \$70,500 x 6.12% | \$ 4,315 |

| | | |
|-------------------------------|-------------------|------------------|
| Worker'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 |
| Worker'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 |
| Worker'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 per diem). 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.

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

\$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 remaining amount of \$8,000 has been allocated for partner travel and can be found in Section G of this form. 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 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.

| <u>Item</u> | <u>Computation</u> | <u>Cost</u> |
|-------------------|--------------------------|-------------|
| (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.

| <u>Supply Items</u> | <u>Computation</u> | <u>Cost</u> |
|--|-------------------------|-------------|
| Office Supplies (paper, printer, toner, 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.

| <u>Purpose</u> | <u>Description of Work</u> | <u>Cost</u> |
|----------------------------|----------------------------|--------------------|
| TOTAL CONSTRUCTION: | | <u>\$ 0</u> |

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 or \$81.25 per hour require additional justification and prior approval from the Office on Violence Against Women.

| <u>Name of Consultant</u> | <u>Service Provided</u> | <u>Computation</u> | <u>Cost</u> |
|---------------------------|-------------------------|--------------------------------------|-------------|
| Consultant /Trainer | Sexual Assault Training | \$650/day x 3 days | \$ 1,950 |
| 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: \$ 37,950

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.).

| <u>Purpose of Travel</u> | <u>Location</u> | <u>Item</u> | <u>Computation</u> | <u>Cost</u> |
|--|---------------------|-------------|---|------------------------|
| OVW-Mandated Training and Technical Assistance | TBD | Airfare | \$550 (avg.) x 2 people x 4 trips | \$ 4,400 |
| | | Lodging | \$100 (avg.) x 3 nights x2 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: | <u>\$ 8,000</u> |
| Delivery of Sexual Assault Training | Tribe’s Reservation | Airfare | \$500 (avg.) x 1 person x 1 trip | \$ 500 |
| | | Lodging | \$ 50 (avg.)/night x 2 nights | \$ 100 |
| | | Per diem | \$ 35 (avg.)/day x 3 days | \$ 105 |
| | | | Subtotal Sexual Assault Training: | <u>\$ 705</u> |

Subtotal Consultant Travel: \$ 8,705

\$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 \$150,000.

| <u>Item</u> | <u>Computation</u> | <u>Cost</u> |
|----------------------------|-------------------------|-------------------------|
| Cell Phone Service | \$75/month x 36 months | \$ 2,700 |
| Equipment and Rental Lease | \$300/month x 36 months | \$10,800 |
| Subtotal Contracts: | | <u>\$ 13,500</u> |

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.

Equipment to be rented and/or leased includes the copier and printer. The copier and printer costs are allocated based on historical usage

TOTAL CONTRACTS AND CONSULTANTS: \$ 60,155

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.

| <u>Item</u> | <u>Computation</u> | <u>Cost</u> |
|--------------------------------|--|-------------|
| 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 |

TOTAL INDIRECT COSTS: \$ 28,183

The Indirect Cost Rate Agreement was approved by the Department of the Interior, the applicant's cognizant federal agency on January 1, 2015. (A copy of the fully executed, negotiated agreement is attached).

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 | \$ 60,155 |
| H. Other Costs | \$ 84,900 |
| | Total Direct Costs \$412,811 |
| I. Indirect Costs | \$ 28,183 |
| | TOTAL PROJECT COSTS <u>\$ 440,994</u> |
| Federal Share Requested | \$ 440,994 |
| Non-Federal (Match) Amount | \$ 0 |

APPENDIX B

Sample Letter of Registration

[Applicant Letterhead]

[Date]

Director
Office on Violence Against Women
145 N Street NE
Suite 10W.121
Washington, DC 20530

Dear Director:

This letter serves to certify that [Insert Applicant Name] is registered and current with the System for Award Management (SAM) under DUNS number [insert DUNS number]. [Insert Applicant Name] registered/verified registration on [Insert Verification Date]. The SAM registration for [Insert Applicant Name] will expire on [Insert Expiration Date].

First Time Grants.gov Users ONLY - I understand that in order to submit an application for the FY 2016 [Insert Grant Program Name], [Insert Applicant Name] must be registered with Grants.gov. I certify that [Insert Organization Name] began the registration process with Grants.gov on [Insert Registration Date].

OR

Repeat Grants.gov Users ONLY – I understand that upon application submission in Grants.gov the Authorized Organization Representative (AOR) will receive a minimum of two email messages. One will confirm receipt of the application package. The other will either notify the AOR that the application was successfully submitted, or it will notify the AOR that there was an error with the application submission. In order to successfully receive notifications from Grants.gov, all information listed in Grants.gov must be current and active. [Insert Applicant Name] verified that all information listed in Grants.gov (Name and contact information for the AOR, organization address, etc.) is current and active on [Insert Date].

Sincerely,

[Authorized Organization Representative]

APPENDIX C
Disclosures Related to Executive Compensation

**Disclosures Related to Executive Compensation
Sample Cover Letter
[Applicant Letterhead]
[Date]**

Director
Office on Violence Against Women
145 N Street, NE
Suite 10 W.
Washington, DC 20530

Dear Director:

The **[Applicant]** is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure for establishing a rebuttable presumption that our executives' compensation is reasonable. Therefore, I am submitting the following information to you, as required by the Violence Against Women Reauthorization Act of 2013:

(1) a brief description of the process used for determining the compensation of our officers, directors, trustees, and key employees, including the independent persons involved in reviewing and approving such compensation;

[or, if relevant]: (1) a copy of our written policy for determining the compensation of our officers, directors, trustees, and key employees, which includes the independent persons involved in reviewing and approving such compensation;]

(2) the comparability data used in establishing executive compensation; and

(3) contemporaneous substantiation of the deliberation and decision regarding executive compensation.

Sincerely,

[Applicant's Authorizing Official]

Attachments

APPENDIX D
Summary of Current and Recent OVW Projects

Summary of Current and Recent OVW Projects

| Applicant Name | | | | | | | | |
|--|----------------|------------|------------------------------|---|---|-----------------------------|--|-----------------------------------|
| Service Area: Size of Service Area: Size of Target Population: | | | | | | | | |
| Award Number | Award End Date | Program | Award Amount | Amount Remaining | Extension Needed? | Extension Needed: Timeframe | Grant-Individual(s) and Job Title(s) | Justification for Remaining Funds |
| 2012-XX-XX-XXXX | 7/31/2015 | 2014 CLSSP | \$300,000 | TOTAL: \$250,000 A. Personnel: <u>\$200,000</u> B. Fringe: <u>\$50,000</u> C. Travel: <u>\$0</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$0</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$0</u> H. Other Costs: <u>\$0</u> I. Indirect Costs: <u>\$0</u> | <input type="checkbox"/> Yes <input type="checkbox"/> No | | 2FT DV/SA Advocates: John Doe and Jane Doe | |
| 2013-XX-XX-XXXX | 12/31/2014 | 2011 CTAS | \$932,000 | TOTAL: \$467,850 A. Personnel: <u>\$250,000</u> B. Fringe: <u>\$100,000</u> C. Travel: <u>\$0</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$0</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$100,000</u> H. Other Costs: <u>\$0</u> I. Indirect Costs: <u>\$17,850</u> | <input type="checkbox"/> Yes <input type="checkbox"/> No | | 1FT DV Advocate (Anne Tyler); 2FT Shelter Advocates (Jane Doe and Jane Doe); 1FT Victim Liaison (John Doe) | |
| | | | TOTAL: \$1,232,000 | TOTAL: \$717,850 | | | | |

APPENDIX E

Summary of Current and Pending Non-OVW Grants to do the Same or Similar Work

| [Applicant Name] | | | | | | | |
|-------------------------|-------------------------------|---------|----------------|------------------------|--|---|--|
| Current Awards | | | | | | | |
| Service Area: | | | | | | | |
| Federal Awarding Agency | Award Number | Program | Award End Date | Award Amount | Amount Remaining | Grant-Individual(s), Job Title(s), and Percentages | Please describe how this project differs from the application for OVW funding. |
| OJP | XXX-XXX-XXXX | OVC | 9/30/2017 | \$300,000 | TOTAL: \$250,000 A. Personnel: <u>\$200,000</u> B. Fringe: <u>\$50,000</u> C. Travel: <u>\$0</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$0</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$0</u> H. Other Costs: <u>\$0</u> I. Indirect Costs: <u>\$0</u> | 2FT DV/SA Advocates: John Doe (25%) and Jane Doe (35%) | [Insert description.] |
| Pending Applications | | | | | | | |
| Service Area: | | | | | | | |
| Federal Awarding Agency | Application Number (if known) | Program | Project Period | Total Requested Amount | Amount Requested | Grant-Individual(s), Job Title(s), and Percentages | Please describe how this project differs from the application for OVW funding. |
| COPS | XXX-XXX-XXXX | CAMP | 36 months | \$300,000 | TOTAL: \$300,000 A. Personnel: <u>\$200,000</u> B. Fringe: <u>\$50,000</u> C. Travel: <u>\$0</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$50,000</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$0</u> H. Other Costs: <u>\$0</u> I. Indirect Costs: <u>\$0</u> | 1FT DV Advocate: Janet Doe (20%); 1FT Shelter Advocate: Jay Doe (10%); 1FT Victim Liaison: John Doe (50%) | [Insert description.] |