



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

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# OVW Fiscal Year 2014 Justice for Families Program APPLICATION GUIDELINES *(Invitation Only)*

## Release Date

These application guidelines were released on or about December 6, 2013.

## Eligibility

Applicants are limited to those Safe Havens: Supervised Visitation and Safe Exchange Grant Program and Court Training and Improvements Program grantees, and statutorily eligible subrecipients of Supervised Visitation program dollars, whose projects would require additional funding to continue beyond September 30, 2014.

(See "Eligibility," page 6)

## Deadlines

**Application:** All applications are due by 11:59 p.m. Eastern Time (ET) on January 23, 2014.

(See "Deadlines: Application," page 5)

**Registration:** To ensure all applicants have ample time to complete the registration process, applicants must obtain a Data Universal Number System (DUNS) Number, register online with the System for Award Management (SAM) and with GMS, no later than January 2, 2014.

(See "Deadlines: Registration," page 5)

**Letter of Registration:** Applicants are strongly encouraged to submit a letter of registration to [OVW.JFF@usdoj.gov](mailto:OVW.JFF@usdoj.gov) by January 2, 2014. This will ensure that applicants are well-positioned to successfully submit an application by the deadline. This letter will not obligate potential applicants to submit an application. Interested applicants who do not submit a Letter of Registration are still eligible to apply.

(See "Deadlines: Letter of Registration," page 6)

**Pre-application Conference Calls:** OVW will conduct pre-application conference calls for anyone interested in submitting an application for the Justice for Families Program. Participation in these calls is optional. Interested applicants who do not participate are still eligible to apply.  
(See "Pre-application Conference Calls" page 6)

## **Contact Information**

**For assistance with the requirements of these application guidelines, contact OVW at (202) 307-6026.**

**In Fiscal Year 2014, OVW applications will be submitted through the Office of Justice Programs' GMS system. For technical assistance with GMS, contact OVW GMS Support at 1-866-655-4482.**

**It is anticipated that all applicants will be notified of the outcome of their applications by September 30, 2014.**

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# OVW Justice for Families Program (CFDA 16.021)

## Overview

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

## About the OVW Justice for Families Program

The Grants to Support Families in the Justice System program (referred to as the Justice for Families Program) was authorized in the Violence Against Women Reauthorization Act (VAWA) of 2013 to improve the response of all aspects of the civil and criminal justice system to families with a history of domestic violence, dating violence, sexual assault, and stalking, or in cases involving allegations of child sexual abuse. The program includes purpose areas previously authorized under the Safe Havens: Supervised Visitation and Safe Exchange Grant Program (Supervised Visitation) and the Court Training and Improvements Program (Courts), along with new purpose areas and applicant requirements.

**In FY 2014, current Supervised Visitation and Courts grantees whose projects are active on December 6, 2013, but need funding to continue after September 30, 2014, are invited to apply for 24 months of continuation funding. OVW anticipates that sufficient funds will be available in FY 2014 to support continuation applicants to carry on the work they are currently funded to do for an additional two years. In addition to continuing their projects, FY 2014 applicants have the option of applying to expand their projects to address up to two additional purpose areas of the new Justice for Families Program (see page 11, Purpose Areas). Thus, OVW is accepting applications for Continuation Only and Continuation and Expansion projects this year (see page 9, Types of Applicants).**

For additional information on the Justice for Families Program, including what past Supervised Visitation and Courts grantees have accomplished with their grant funds and to view the programs' performance measures, see <http://muskie.usm.maine.edu/vawamei/safehavensmain.htm>, and <http://muskie.usm.maine.edu/vawamei/courtsmain.htm>, respectively.

## Deadlines

### Application

All applications will be submitted electronically. The deadline for submitting applications in response to these guidelines is **11:59 p.m. ET on January 23, 2014**. Applications submitted after **11:59 p.m. ET on January 23, 2014** will *not* be considered for funding. Applicants experiencing difficulties submitting an application should refer to the Experiencing Unforeseen Technical Issues section on page 16 of these guidelines.

**Failure to begin the registration or application submission process in time is not an acceptable reason for a late application. It is important that applicants do not wait until the day of the application deadline to begin the submission process. To ensure a successful application submission, OVW strongly encourages applicants to submit their applications at least 48 hours, and no less than 24 hours, before the deadline.**

**Note:** For applicants without Internet access, who cannot submit an application electronically, please contact [OVW.JFF@usdoj.gov](mailto:OVW.JFF@usdoj.gov) no later than January 2, 2014 to request permission to submit an application by alternative means.

### Registration

Applicants must follow the registration process outlined below. **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 Data Universal Number System (DUNS) Number, register online with the System for Award Management (SAM) and with GMS immediately, and no later than January 2, 2014.

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

In Fiscal Year (FY) 2012, the System for Award Management (SAM) replaced the Central Contractor Registration (CCR) as the government-wide registry for vendors doing business with the federal government. **All applicants must register with SAM and renew their registration annually.** The SAM centralizes information about grant recipients and also provides a central location for grant recipients to change organizational information.

Applicants must be **registered and current** with the SAM registration and with GMS prior to submitting an application. Applicants should begin the process immediately to meet the GMS registration deadline, especially if this is the first time using these systems. It is strongly recommended that applicants begin the registration process no later than January 2, 2014 to ensure that the registration process is completed and any difficulties are resolved well in advance of the application deadline. For more information on the process of registering with SAM and GMS, please see the How to Apply section on page 15.

## Letter of Registration

Applicants intending to apply for FY 2014 funding under this program, are strongly encouraged to submit a letter of registration. The letter should state that the applying organization is registered and current with the SAM and with Grants.gov. The letter should be submitted to OVW at [OVW.JFF@usdoj.gov](mailto:OVW.JFF@usdoj.gov) by January 2, 2014. This will ensure that the applicant is well-positioned to 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.

## Pre-Application Conference Calls

OVW will conduct two pre-application conference calls. During these calls, OVW staff will review the program requirements, review the application guidelines, and allow for a brief question and answer session. Participation in these calls is optional.

The conference calls are scheduled for:

- Tuesday, December 17, 2013 at 1:30 – 3 p.m. ET
- Tuesday, January 7, 2014 at 1 – 2:30 p.m. ET

To register, please e-mail [OVW.JFF@usdoj.gov](mailto:OVW.JFF@usdoj.gov). Registration must be received at least two hours prior to the start of the call.

## Eligibility

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

### Eligible Entities<sup>1</sup>

**In FY 2014, eligibility is limited to those current Supervised Visitation and Courts grantees, and statutorily eligible subrecipients of Supervised Visitation program dollars,<sup>2</sup> whose projects are active on December 6, 2013 but would require additional funding to continue beyond September 30, 2014.**

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<sup>1</sup> The statute defines eligible applicants to be: states, units of local government, courts (including juvenile courts), Indian tribal governments, nonprofit organizations, legal services providers, and victim services providers, meaning nonprofit, nongovernmental or tribal organizations or rape crisis centers, including state or tribal coalitions, that assist or advocate for domestic violence, dating violence, sexual assault, or stalking victims, including domestic violence shelters, faith-based organizations, and other organizations, with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.

<sup>2</sup> A current subrecipient that is eligible to apply as a lead applicant is one that meets the statutory definition of nonprofit organization and/or victim services provider. If a Supervised Visitation subrecipient applies as a lead applicant in FY 2014, it must demonstrate in its Project Narrative and Memorandum of Understanding (MOU) that it was a core partner and subrecipient of funds under the Supervised Visitation project it is applying to continue.

For applications to continue Supervised Visitation projects, OVW will accept only one application from a particular service area. For projects in which OVW currently funds more than one center within a state, the individual centers can apply if they choose, and OVW will accept more than one application.

Eligible to apply in FY 2014	NOT eligible to apply in FY 2014
<ul style="list-style-type: none"> <li>• States, units of local government, or Indian tribal governments with Supervised Visitation awards that are active on 12/6/2013, but require additional funding to continue beyond 9/30/2014</li> <li>• Courts and court-based programs with Courts awards that are active on 12/6/2013 but require additional funding to continue beyond 9/30/2014</li> <li>• Nonprofit organizations that are core partners (i.e., victim services providers and/or visitation and exchange programs that are currently providing OVW-funded supervised visitation and safe exchange services) on Supervised Visitation projects that are active on 12/6/2013, but require additional funding to continue beyond 9/30/2014</li> </ul>	<ul style="list-style-type: none"> <li>• Supervised Visitation or Courts grantees whose projects ended before 12/6/2013</li> <li>• Nonprofit organizations that are NOT core partners on current Supervised Visitation projects</li> <li>• Any other entity that does not meet the criteria for a continuation project</li> </ul>

### Nonprofit Organization Requirements

Any entity that is eligible for the Justice for Families Program based on its status as a nonprofit organization (i.e., a nonprofit organization or a victim service provider unless it is a governmental rape crisis center or governmental tribal organization) 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 from the Justice for Families Program.

### Program Eligibility Requirements

In addition to meeting the eligibility requirements outlined above, applications for the Justice for Families Program must also meet the requirements below. All certification and other eligibility related documents must be current and developed in accordance with the FY 2014 application guidelines.

#### Applicant Requirements

Under 42 USC §10420(d), **all** applicants for the Justice for Families Program must:

- Certify that the organizational policies of the applicant do not require mediation or counseling involving offenders and victims being physically present in the same place, in cases where domestic violence, dating violence, sexual assault, or stalking is alleged.

For a court-based program, applicants must also:

- Certify that victims of domestic violence, dating violence, sexual assault, or stalking are not charged fees or any other costs related to the filing, petitioning, modifying, issuance, registration, enforcement, withdrawal, or dismissal of matters relating to the domestic violence, dating violence, sexual assault, or stalking.

Applicants proposing to operate supervised visitation programs and services or safe visitation exchange must also:

- Demonstrate that adequate security measures, including adequate facilities, procedures, and personnel capable of preventing violence, and adequate standards are, or will be, in place (including the development of protocols or policies to ensure that confidential information is not shared with courts, law enforcement agencies, or child welfare agencies unless necessary to ensure the safety of any child or adult using the services of a program funded by OVW). *In FY 2014, applicants must demonstrate fulfillment of this requirement by providing a certification letter (see Appendix E).*

**See Appendix F for a chart identifying which types of applicants require which statutory certifications. See Appendix E for a sample letter to certify the applicant requirement for supervised visitation and safe exchange programs.**

#### Delivery of Legal Assistance

Any grantee or subgrantee providing legal assistance with funds awarded under this program shall certify in writing that:

- (1) Any person providing legal assistance with funds through this program
  - (A) has demonstrated expertise in providing legal assistance to victims of domestic violence, dating violence, sexual assault, or stalking in the targeted population; or
  - (B) is partnered with an entity or person that has demonstrated expertise described in subparagraph (A);
- (2) any person providing legal assistance through this program has completed, or will complete, training in connection with domestic violence, dating violence, sexual assault, and stalking, including child sexual abuse, and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide;
- (3) Any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a tribal, state, territorial, or local domestic violence, dating violence, sexual assault, or stalking victim service provider or coalition, as well as appropriate tribal, state, territorial, and local law enforcement officials;
- (4) Any person or organization providing legal assistance with funds through this program has informed and will continue to inform state, local, or tribal domestic violence, dating violence, sexual assault or stalking programs and coalitions, as well as appropriate state and local law enforcement officials of their work; and
- (5) The grantee's organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, domestic violence, dating violence, stalking, or child sexual abuse is an issue.

This certification shall take the form of a letter, on letterhead, signed and dated by the authorizing official. If this certification is not included, any proposed legal assistance will be removed from the application. See Appendix D for a sample letter.

## Statutory Considerations

In addition to the earlier stated program eligibility requirements, OVW will take into account the following considerations when awarding cooperative agreements:

- The number of families to be served by the proposed programs and services;
- The extent to which the proposed programs and services serve underserved populations;<sup>3</sup>
- The extent to which the applicant demonstrates cooperation and collaboration with nonprofit, nongovernmental entities in the local community with demonstrated histories of effective work on domestic violence, dating violence, sexual assault, or stalking, including state or tribal domestic violence coalitions, state or tribal sexual assault coalitions, local shelters, and programs for domestic violence and sexual assault victims;<sup>4</sup> and
- The extent to which the applicant demonstrates coordination and collaboration with state, tribal, and local court systems, including mechanisms for communication and referral.

## Types of Applicants

Supervised Visitation and Courts grantees, and statutorily eligible subrecipients of Supervised Visitation program dollars, whose projects would require additional funding to continue beyond September 30, 2014, are eligible to apply in FY 2014. Continuation funding is not guaranteed.

OVW will accept applications for the Justice for Families Program from the following:

### Continuation Only

Continuation Only applicants are those Supervised Visitation and Courts grantees, or Supervised Visitation subrecipients, that apply to the purpose area(s) under which their current projects are funded, meaning a Supervised Visitation grantee or subrecipient that applies under purpose area 1, and a Courts grantee that applies under purpose area(s) 3, 5, and/or 8. (See page 11 for the program's purpose areas.)

### Continuation and Expansion

Applicants can, but are not required to, propose to expand their projects to address one to two additional purpose areas they were not previously funded to address, including purpose area 6(a), legal services. Thus, applications will be restricted as follows:

- **Eligible applicants with current Supervised Visitation projects must apply under purpose area 1, and have the option of expanding their projects to address one or two additional purpose areas including purpose areas 3, 5, 6(a), and 8.**

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<sup>3</sup> The term "underserved populations" means populations who face barriers in accessing and using victim services, and includes populations underserved because of geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age), and any other population determined to be underserved by the Attorney General or by the Secretary of Health and Human Services, as appropriate.

<sup>4</sup> OVW is aware that in some jurisdictions courts and court-based programs may be limited in their ability to partner with local community organizations, as it may present a conflict of interest for them. Therefore, these applicants may include letters of support in lieu of a Memorandum of Understanding (MOU). See the Letters of Support section on page 26 for instructions for Courts grantees that are precluded from entering into an MOU with other entities.

*For example*, an eligible applicant might apply to continue providing supervised visitation and safe exchange services under purpose area 1 exclusively, or it could apply to also provide training on domestic violence for guardians ad litem, under purpose area 3.

- **Eligible applicants with current Courts projects must apply to continue the work they are currently funded to do under the respective purpose area(s), and they have the option of expanding their projects to address one or two additional purpose areas including 1 and 6(a).**

*For example*, an applicant could propose to continue its Courts project addressing purpose area 3 only, or it could propose to continue that work and also begin providing supervised visitation services under purpose area 1.<sup>5</sup>

Applicants are **not** required to address purpose area(s) they were not previously funded to address.

## Award Information

Applicants that receive an award are bound by statute, federal regulations, the provisions of these application guidelines, the OVW Financial Guide, any updates to the Financial Guide, and any conditions of the recipient's award.

### Availability of Funds

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

### Award Period

The grant award period is 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.

### Award Amounts

Applicants should carefully consider the resources needed to successfully implement the proposed project and present a realistic budget that accurately reflects project costs. Awards under the Justice for Families Program in FY 2014 will be made according to the following limits:

- Up to \$200,000 for Continuation Only projects, meaning Supervised Visitation and Courts grantees that apply to continue work under the purpose area(s) they are currently funded to address.
- Up to \$400,000 for Continuation and Expansion projects, meaning Supervised Visitation and Courts grantees that apply to continue work under the purpose area(a) they are currently funded to address, and to expand their projects to address one or two additional purpose areas.

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<sup>5</sup> Courts grantees applying to expand their projects to provide supervised visitation and safe exchange services under purpose area 1 must receive OVW approval on site selection and policies and procedures before they can use OVW funds to provide supervised visitation and exchange services.

		Funding caps <sup>6</sup>	Award amounts
<b>Supervised</b>	<b>Continuation Only</b> Addresses purpose area 1 only	Up to \$200,000	Up to \$200,000
	<b>Continuation and Expansion</b> Addresses purpose area 1 and one or two other purpose areas	Up to \$200,000 to continue current work; up to \$100,000 per year to address one or two additional purpose areas	No more than \$400,000
<b>Courts</b>	<b>Continuation Only</b> Addresses purpose areas 3, 5, and/or 8	Up to \$200,000	Up to \$200,000
	<b>Continuation and Expansion</b> Addresses previously-funded purpose area(s), and purpose area 1 and/or 6(a)	Up to \$200,000 to continue current work; up to \$100,000 per year additional	No more than \$400,000

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

## Program Scope

Activities supported by the Justice for Families Program are determined by statute, federal regulations, and OVW policies. If an applicant receives an award, the funded project is bound by the provisions of these application guidelines, the OVW Financial Guide, any updates to the Financial Guide, and the conditions of the recipient's award.

## Purpose Areas

In FY 2014, funds under the Justice for Families Program may be used for the following purposes:

- To continue current Supervised Visitation projects, or to add supervised visitation and safe exchange services to a current Courts project—

**Purpose Area 1:** To provide supervised visitation and safe visitation exchange of children and youth by and between parents in situations involving domestic violence, dating violence, child sexual abuse, sexual assault, or stalking;

- To continue a current Courts project, or to add up to two of the following purpose areas to a current Supervised Visitation project—

**Purpose Area 3:** Educate court-based and court-related personnel and court-appointed personnel (including custody evaluators and guardians ad litem) and child protective services workers on the dynamics of domestic violence, dating violence, sexual assault, and stalking, including information on perpetrator behavior, evidence-based risk factors for domestic and dating violence homicide, and on issues relating to the needs of victims, including safety, security, privacy, and confidentiality, including cases in which the victim proceeds pro se;

<sup>6</sup> Funding caps are based on anticipated available funding as of the release date of these application guidelines.

**Purpose Area 5:** Enable courts or court-based or court-related programs to develop or enhance—

- (a) court infrastructure (such as specialized courts, consolidated courts, dockets, intake centers, or interpreter services);
- (b) community-based initiatives within the court system (such as court watch programs, victim assistants, pro se victim assistance programs, or community-based supplementary services);
- (c) offender management, monitoring, and accountability programs;
- (d) safe and confidential information-storage and information-sharing databases within and between court systems;
- (e) education and outreach programs to improve community access, including enhanced access for underserved populations; and
- (f) other projects likely to improve court responses to domestic violence, dating violence, sexual assault, and stalking.

**Purpose Area 8:** Improve training and education to assist judges, judicial personnel, attorneys, child welfare personnel, and legal advocates in the civil justice system.

- To continue a current Supervised Visitation or Courts project, with the addition of legal services—

**Purpose Area 6(a):** To provide civil legal assistance and advocacy services, including legal information and resources in cases in which the victim proceeds pro se, to victims of domestic violence. (See page 8 for requirements for grantees that plan to provide legal services.)

Note that VAWA 2013 includes eight distinct purpose areas for the Justice for Families Program, and purpose area 6 includes a paragraph (b) in the statute. However, in FY 2014, OVW is limiting applicants to addressing only purpose areas 1, 3, 5, 6(a), and 8. OVW anticipates that applicants will be able to apply to address purpose areas 2, 4, 6(b), and 7 in future years.

### **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:

*For all applicants*

- Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;<sup>7</sup>

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<sup>7</sup> If an award is made, the recipient will also be subject to statutory prohibitions on discrimination. For further information on these civil rights requirements, see the section on "VAWA Non-Discrimination Provision" under "Post-Award Requirements" on page 31.

- Procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services;
- Referring victims to Child Protection Services solely for failure to protect their minor child when witnessing domestic violence except if required under state law; and
- Failing to conduct safety planning with victims.

*For applicants addressing purpose area 1 (supervised visitation and safe exchange):*

- Failure to align supervised visitation and safe exchange services with the Guiding Principles of the Supervised Visitation Program, which can be found here: <http://www.ovw.usdoj.gov/docs/guiding-principles032608.pdf>;
- Requiring adult victims to participate mediation or counseling as a condition for receiving supervised visitation and safe exchange services;<sup>8</sup>
- Charging fees to either parent for OVW-funded supervised visitation and exchange services;<sup>9</sup>
- Providing visitation or exchange services that do not account for the safety of adult victims;
- Requiring a court order to access visitation and/or exchange services; and
- Providing custody evaluations or court reports based on subjective information and opinions of center staff and volunteers.

*For applicants addressing purpose area(s) 3, 5, and/or 8 (courts and court-based programs):*

- Requiring victims of sexual assault, domestic violence, dating violence or stalking to file for a protection order, cooperate in an investigation or file criminal charges against their abuser as a condition of receiving services;
- Internet publication of registration, issuance, or filing of a petition for a protection order, restraining order, or injunction in either the issuing or enforcing state, tribal or territorial jurisdiction if such publication would reveal the identity of the party protected by such order;
- Crafting policies that deny individuals access to services based on their relationship to the perpetrator; and
- Procedures that would penalize victims of violence for failing to testify against their abusers or impose other sanctions on victims.

*For applicants addressing purpose area 6(a) (legal services):*

- Policies or practices that discourage accepting cases for victims who do not have physical evidence;
- Refusal to represent victims who are also respondents/defendants;
- Mediation,<sup>10</sup> alternative dispute resolution, or joint counseling, involving offenders and victims being physically present in the same place, as a response to sexual assault, domestic violence, dating violence, and stalking; and

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<sup>8</sup> OVW Justice for Families Program funds **cannot** be used to support individual, group, and family counseling. Furthermore, grantees are strongly discouraged from requiring adult victims to participate in mediation or family counseling.

<sup>9</sup> Although the statute allows for sliding scale fees, grantees of the OVW Supervised Visitation Program are not allowed to charge fees to parents served with OVW funds, to ensure accessibility of OVW funded services.

- Representation on the condition that victims seek protection orders, counseling, or some other course of action with which they disagree.

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

### **Out-of-Scope Activities**

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

*For all applicants*

- Research projects (This does not include program assessments conducted only for internal improvement purposes. See section on Research and Protection of Human Subjects in the FY 2014 Solicitation Companion Guide, which is available at: <http://www.ovw.usdoj.gov/grantees.html#s1>).

*For applicants addressing purpose area 1 (supervised visitation and safe exchange):*

- Therapeutic visitation;
- Parent education/batterer intervention programs;
- Individual, group, and family counseling;
- Telephone and/or virtual (e.g., Skype) monitoring; and
- Supervised visitation and exchange services unrelated to domestic violence, sexual assault, dating violence, or stalking.

*For applicants addressing purpose area(s) 3, 5, and/or 8 (courts and court-based programs):*

- Activities that directly address child abuse, or other family violence issues such as violence perpetrated by a child against a parent, or violence perpetrated by a sibling against another sibling;
- Court programs that address child sexual abuse cases; and
- Mandatory mediation in cases where sexual assault, domestic violence, dating violence, or stalking is an issue.

*For applicants addressing purpose area 6(a) (legal services):*

- Tort cases;
- Child sexual abuse cases;
- Cases involving the child protection system;

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<sup>10</sup> Applicants in states and/or jurisdictions where mediation is required, and/or mediation does not require the parties to be physically present in the same space, may be exempt from this requirement when such is stated as justification for engaging in this practice.

- Victim service employee cases;
- Criminal defense of victims charged with crimes;
- Support of law reform initiatives, including but not limited to litigation; and
- Development of web sites or video production.

### **Unallowable Activities**

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

- Lobbying (except with explicit statutory authorization)
- Fundraising
- Purchase of real property
- Construction

## **How to Apply**

This section describes how an application should be submitted. Applicants should anticipate that failure to meet all registration and submission deadlines will result in their application being removed from consideration.

It is the applicant's responsibility to ensure that the application is submitted by the deadline. It is important that applicants do not wait until the day of the application deadline to begin the submission process. To ensure a successful application submission, OVW strongly encourages applicants to submit their applications at least 48 hours, and no less than 24 hours, before the deadline.

### **Application Registration Requirements**

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

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

#### **System for Award Management (SAM)**

Applicants for all federal grants are required to register with the System for Award Management (SAM). If your organization already has an Employer Identification Number (EIN), your SAM registration will take up to two weeks to process. If your organization does not have an EIN, then

you should allow two to five weeks for obtaining the information from IRS when requesting the EIN via phone, fax, mail or Internet. Follow the steps listed below to register in the SAM:

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

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

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

### Grants Management System

Applicants are required to submit their applications through the Office of Justice Programs' Grants Management System (GMS) instead of Grants.gov. To apply for a grant through GMS, go to <https://grants.ojp.usdoj.gov/> and either sign in using your current GMS ID and password or register as a new user. Once you have logged in to GMS, you should select the program that you intend to apply for and follow the instructions. Training materials are available on the main GMS homepage.

### **Applicants without Internet Access**

Applicants without Internet access, who cannot submit an application electronically, must call (202) 305-2093 or email [OVW.JFF@usdoj.gov](mailto:OVW.JFF@usdoj.gov) no later than January 2, 2014 to request permission to submit an application by alternative means.

### **OVW Policy on Duplicate Applications**

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

### **Experiencing Unforeseen Technical Issues**

As previously stated, applicants should begin the **registration process** immediately, but no later than January 2, 2014. Furthermore, the applicant should begin the **application submission process** at least 48 hours, and no less than 24 hours, before the application deadline. This will allow for sufficient time for the applicant to contact the appropriate individuals and take corrective action, as outlined in these application guidelines, should unforeseen technical issues arise. If technical difficulties are experienced at any point during the application process, the applicant must contact **OVW GMS Support at 1-866-655-4482, Monday through Friday, 9:00 a.m. to 5:00 p.m. ET.**

If an applicant experiences unforeseen technical issues that prevent them from submitting an application by the deadline, they must take the following actions:

- Contact the Justice for Families Program at [OVW.JFF@usdoj.gov](mailto:OVW.JFF@usdoj.gov) before the application deadline stating that they are experiencing unforeseen technical issues; and
- Contact the technical support number above prior to deadline.

- **Within 24 hours after the deadline**, the applicant must again contact the Justice for Families Program at [OVW.JFF@usdoj.gov](mailto:OVW.JFF@usdoj.gov) to request approval to submit the application. At that time, the applicant will be required to email the complete grant application and DUNS number, and provide a GMS Help Desk tracking number(s). After OVW reviews all of the information submitted and verifies the technical issues with the Helpdesk, OVW will contact the applicant to either approve or deny the request to submit a late application. If the technical issues cannot be verified, 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 GMS instructions as posted on its website; and (4) failure to follow all of the instructions in the OVW application guidelines.

### **OVW Policy on Late Submissions**

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

### **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 application guidelines. The message should specify the nature of the disaster and how it affected the applicant's ability to submit an application on time.

## **Application Contents**

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

**Do not submit documents in addition to those specified in these application guidelines. 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:

- Double-spaced (Project Abstract, Summary Data Sheet and charts may be single-spaced)
- 8½ x 11 inch paper

- One-inch margins
- Type no smaller than 12 point, Times New Roman font
- Correct page numbers
- Page limits
  - **Continuation Only:** No more than 10 pages for the Project Narrative
  - **Continuation and Expansion:** No more than 10 pages for the continuation section of the application, and no more than an additional 10 pages for the Additional Project Narrative addressing additional purpose area(s)
- Word processing documents must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).
- Headings and sub-headings that correspond to the sections identified in the Application Contents section of these application guidelines.

### **Application 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. Additional Project Narrative (only if applying for a Continuation and Expansion project)
3. Budget Detail Worksheet and Narrative
4. Memorandum of Understanding (MOU) or Letter(s) of Support
5. Certification Letter(s)

### **Summary Data Sheet**

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 10-page limit for the Project Narrative. Please provide the following information:

- Name, title, address, phone number, and e-mail address for the Authorized Organization Representative (AOR) of the applicant agency (see page 27, "Application for Federal Assistance" section, for the definition of the AOR).
- Name, title, address, phone number, and e-mail address for the grant point-of-contact, who must be an employee of the applicant agency.
- Statement as to whether the organization applying will serve as 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, 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.
- Statement as to whether the agency applying has expended \$500,000 in federal funds in the organization's past fiscal year. Please specify the end date of the applicant's fiscal year.

- 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 2014 to do similar work.
- Statement as to whether the applicant is a nonprofit 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.
- 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.
- 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" in the Additional Required Information section on page 27.
- Identify the application type: Continuation Only or Continuation and Expansion.
- Identify which priority area(s) the applicant's current project addresses, and any additional purpose area(s) the application addresses.
- The percentage of grant activities, should the application be funded, that will address each of the following issues: domestic violence, dating/teen dating violence, sexual assault, and stalking.
- Summary of current and recent OVW projects (if applicable)
  - If the applicant has a current grant award or cooperative agreement under **any** OVW program, or received an award that has been closed within the last 12 months from the date this solicitation closes, the information below **must** be included.
    - Identify all grants by OVW program, award number, and project period.
    - Specify the total funding amount for each grant (initial and supplemental amounts, if applicable).
    - Specify the total funds remaining in each grant as of the date of application.
    - Provide the total funds remaining in each budget category (Personnel, Fringe, Travel, Equipment, Supplies, Construction, Contractual, and Other) for each grant.
    - Provide justification for remaining funds.
    - Estimate the amount of grant funds that will be remaining at the end of the current project period.
    - List the number and titles of all full-time and/or part-time positions funded by the award.

Continuation applicants that have a substantial amount of remaining funds at the time of application submission without adequate justification may not be considered for funding in FY 2014.

### **Project Narrative (Required for all applicants)**

All applicants must submit a Project Narrative comprising the two sections described below. The Project Narrative may not exceed 10 pages in length, double-spaced. (Applicants proposing a Continuation and Expansion project must submit an Additional Project Narrative as a separate attachment, as described on the next page.)

### What Will Be Done

- Describe what the project has accomplished, and who the project has served;<sup>11</sup>
- Identify any gaps in services and how the applicant will use continuation funding to address those gaps;
- Articulate the safety needs of victims of domestic violence, dating violence, sexual assault, and/or stalking, and the applicant's commitment to addressing those needs;
- Identify barriers to accessing the project's services, and the applicant's plan to ensure that individuals who are eligible to be served by the project—particularly those from underserved populations—will have access to OVW-funded services; and
- Explain how the applicant will achieve project goals, objectives, and activities according to a 24-month timeline provided by the applicant in this section.

### Who Will Implement the Project

- Per the statutory applicant requirements, describe the applicant's expertise in the areas of domestic violence, dating violence, sexual assault, or stalking, as appropriate;
- Describe partners' expertise in the areas of domestic violence, dating violence, sexual assault, or stalking, as appropriate;
- Describe the experience and qualifications of any organization or agency that will be directly involved in the project;
- Describe the history of the collaborative partnership(s);
- Describe the roles and responsibilities of project partners;
- Identify key personnel, including position descriptions; and
- Specify the extent to which the project team has participated in OVW-sponsored training and technical assistance, and what remaining technical assistance needs the grantee will address during the project's continuation.

### **Additional Project Narrative for Continuation and Expansion Applicants (100 points total—SEPARATE ATTACHMENT)**

Applicants proposing a Continuation and Expansion project must submit an Additional Project Narrative, not to exceed 10 pages in length, double-spaced. *The Additional Project Narrative must be submitted as a separate and distinct attachment.* It will be assessed and scored according to the criteria below. The Additional Project Narrative comprises the following sections:

#### Statement of Need (10 points)

- Identify the one or two additional purpose areas the applicant is proposing to address;
- Describe the need in the target community for services under the additional purpose area(s); and
- Identify gaps in services and how expanding the project to one or two additional purpose areas will complement and not duplicate existing services.

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<sup>11</sup> Applicants proposing to continue a Supervised Visitation project must specify the number of families served using OVW funds during the current award period.

Statement of Capacity to Implement the Additional Purpose Area(s) (30 points)

- Describe the safety needs of victims who will receive services under the additional purpose area(s);
- Describe the applicant's or partner's capacity to expand the project to address the additional purpose area(s), including a summary of similar work accomplished in the past; and
- *For Courts grantees planning to expand their projects to provide supervised visitation and safe exchange services under purpose area 1*, describe the applicant's or partner's ability to align services with the [Guiding Principles](#), and, if applicable, the applicant's or partner's previous experience providing supervised visitation and exchange services.

Goals and Activities under Additional Purpose Area(s) (30 points)

- Identify project goals, objectives, and activities under the additional purpose area(s), and provide a corresponding timeline that accounts for planning and implementation activities;
- Explain how the applicant will achieve project goals, objectives, and activities related to the additional purpose area(s), according to a 24-month timeline provided by the applicant in this section; and
- *For Courts grantees planning to expand their projects to provide supervised visitation and safe exchange services under purpose area 1*, include in this section a detailed statement of how the applicant will ensure that adequate security measures, including adequate facilities, procedures, and personnel capable of preventing violence, and adequate standards are, or will be, in place. Describe how the applicant will develop protocols or policies to ensure that confidential information is not shared with courts, law enforcement agencies, or child welfare agencies unless necessary to ensure the safety of any child or adult using the services of a program funded by OVW.

Who Will Implement the Additional Purpose Area(s) (30 points)

- Per the statutory applicant requirements, describe the applicant's expertise in the areas of domestic violence, dating violence, sexual assault, or stalking, as appropriate;
- Describe partners' expertise in the areas of domestic violence, dating violence, sexual assault, or stalking, as appropriate;
- Describe the experience and qualifications of any organization or agency that will be directly involved in implementing services under the additional purpose area(s); and
- Identify key personnel responsible for implementing services under the additional purpose area(s), including position descriptions, roles, and responsibilities.

**Proposal Abstract**

The Proposal Abstract should provide a short and accurate one-page summary of the proposed project, including who will be involved in the project, what will be done as primary activities, what products will be produced, the service area where the proposed project will be implemented, and who will be affected by the proposed project. Applicants should not summarize past accomplishments in this section.

**Budget Detail Worksheet and Narrative**

All applicants are required to submit a detailed budget and supporting budget narrative. Budgetary requirements vary slightly among programs, and applicants must read the application guidelines closely to determine the requirements of the budget and budget narrative for each OVW program.

Award Period and Amounts

Continuation Only applicants can apply for up to \$200,000 to continue their current projects for an additional 24 months. Continuation and Expansion applicants can apply for up to \$200,000 to continue their current projects for an additional 24 months, as well as an additional \$100,000 per year to address one or two additional purpose areas.

		Funding caps <sup>12</sup>	Award amounts
<b>Supervised</b>	<b>Continuation Only</b> Addresses purpose area 1 only	Up to \$200,000	Up to \$200,000
	<b>Continuation and Expansion</b> Addresses purpose area 1 and one or two other purpose areas	Up to \$200,000 to continue current work; up to \$100,000 per year to address one or two additional purpose areas	No more than \$400,000
<b>Courts</b>	<b>Continuation Only</b> Addresses purpose areas 3, 5, and/or 8	Up to \$200,000	Up to \$200,000
	<b>Continuation and Expansion</b> Addresses previously-funded purpose area(s), and purpose area 1 and/or 6(a)	Up to \$200,000 to continue current work; up to \$100,000 per year additional	No more than \$400,000

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. Additional budget requirements are:

- For applicants that anticipate using OVW funds to cover only a portion of a particular service they provide (e.g., supervised visitation or legal services), the budget should prorate operational costs like rent and phone service accordingly; and
- For Courts applicants proposing to expand their projects to provide supervised visitation and exchange services under purpose area 1, the budget should allot funds for planning activities, including site selection and policy and procedure development. OVW funds must not be used to provide supervised visitation and exchange services before OVW has approved the selected site and policies and procedures. The application budget should allow for sufficient planning time and resources.<sup>13</sup>

While OVW discretionary grant programs do not require matching funds, applicants are encouraged to maximize the impact of federal dollars by contributing to the costs of their projects. Supplemental contributions may be cash, in-kind services, or a combination of both. Any non-Federal contributions can be discussed in the project narrative or Memorandum of Understanding

<sup>12</sup> Funding caps are based on anticipated available funding as of the release date of these application guidelines.

<sup>13</sup> Refer to the FY 2013 Supervised Visitation Program solicitation at <http://www.ovw.usdoj.gov/docs/2013-supervisedvisitation-solicitation.pdf> for a description of the planning process for supervised visitation and safe exchange services.

(if required). Applicants should not include supplemental contributions in the budget, budget narrative, or SF-424.

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

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

#### Federal Financial Guidelines

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

Any recipient of an award will be responsible for monitoring subgrants/contracts, including MOU partner activities, under the grant in accordance with all applicable statutes, regulations, OMB circulars and guidelines, and the OVW Financial Grants Management Guide. Primary recipients will be responsible for oversight of subgrantee/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:

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

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

#### Conference Planning and Expenditure Limitations

Applicants should be aware of all applicable laws, regulations, policies and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of Federal funds for expenses related to conferences (which is defined to include meetings,

retreats, seminars, symposiums, training and other similar events), including the provision of food and/or beverages at such events, and costs of attendance at such events. Information on pertinent laws, regulations, policies and guidance is available at <http://www.ovw.usdoj.gov/grantees.html>. Applicants should also be aware of the following specific restrictions on conference planning and expenditure limitations:

- Cost of logistical conference planning
- Cost of programmatic conference planning
- Conference space and audio-visual equipment and services
- Prohibition on trinkets at conferences
- Entertainment at conferences
- Food and beverages at conferences
- Prior approval required before entering into contracts or expending funds for conferences
- Conference reporting

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

#### Training and Technical Assistance

All applicants are required to allocate funds in the amount of \$10,000 to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Applicants from Alaska, Hawaii, and United States Territories should allocate \$15,000 to account for higher travel costs. These specific applicants may exceed the budget caps to account for this increased travel amount. The required set-aside amount may be shared between the applicant and any partnering agency(ies), but the budget must reflect the costs in the appropriate categories. Therefore, an employee's travel costs should be included in the "Travel" category, while travel costs for the partner(s) must be included in the "Consultants/Contracts" category. Label both costs as "OVW Technical Assistance." Include an estimated breakdown for these costs, including the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc. (OVW technical assistance is provided free of charge to grantees, so applicants do not need to include registration fees). This amount should equal the full, required set-aside amount listed above.

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

#### Program Assessments

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

### Accommodations and Language Access

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

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

### **Memorandum of Understanding (MOU)**

For purposes of this application, the MOU is a document containing the terms of the partnership and the roles and responsibilities between two or more parties. The MOU should be a single, current document and should be signed and dated by the Authorized Organization Representative (AOR) (see page 27, "Application for Federal Assistance" section, for the definition of the AOR) of each proposed partner agency during the development of the application. In rare circumstances an MOU can include multiple signature pages as long as each page includes the name and title of each signing party.

The MOU must:

- Clearly identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- Demonstrate a meaningful partnership among all signing parties;
- Specify the extent of each partner's participation in developing the application;
- Clearly state the roles and responsibilities each partner will assume to ensure the success of the proposed project;
- Identify the people who will be responsible for developing and implementing project activities and describe how they will work together and with project staff;
- Indicate approval of the proposed project budget by all signing parties;
- Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, and training); and

*For applicants proposing to address purpose area 1, the MOU must also:*

- Demonstrate that the applicant has consulted and coordinated in a meaningful way with a state, tribal, or local court system and a nonprofit, nongovernmental domestic violence and/or sexual assault victim services organization.

*For applicants proposing to address purpose area(s) 3, 5, and/or 8, the MOU must also:*

- Demonstrate that the applicant has consulted and coordinated in a meaningful way with a federal, state, tribal or local court or court-based program.

*For applicants proposing to address purpose area 6(a), the MOU must also:*

- Provide the legal services provider's history of providing services to victims of sexual assault, domestic violence, dating violence, and/or stalking;
- Describe the legal services provider's accomplishments in the community; and
- Describe the legal services provider's experience providing legal representation if legal services will be provided by in-house attorneys.

### **Letter(s) of Support (Courts grantees only)**

A Courts grantee that is precluded from signing on to an MOU can submit letters of support in lieu of an MOU. Each letter of support must clearly identify what service gaps exist, how the project will bridge the gap(s), and how the agency that submitted the letter will be involved with implementing project activities. The letters should clearly demonstrate what role each entity will have in achieving the goals and objectives of the project. Every letter must:

- Clearly identify the name of the organization;
- Highlight the expertise of the individual or organization's staff that will be affiliated with this project;
- Provide a description of the collaborative relationship with the applicant;
- Specify the extent of the agency or organization's participation in developing the application;
- Clearly state the roles and responsibilities the organization or agency would assume to ensure the success of the proposed project;
- Identify the representatives of the planning and development team who will be responsible for developing and implementing project activities and describe how they will work with the applicant and other project staff;
- Demonstrate a commitment to work with the applicant and its partners to achieve the project goals; and
- Describe the resources that would be contributed to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, and training).

Note that letters of support submitted in lieu of an MOU by current Supervised Visitation grantees or their statutorily eligible subrecipients will **not** be accepted.

## **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.

### **Proof of 501(c)(3) Status (Nonprofit Organizations Only)**

As noted under Eligible Entities, an entity that is eligible for the Justice for Families Program based on its status as a nonprofit organization 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. All such applicants are required to submit a determination letter from the Internal Revenue Service recognizing their tax-exempt status.

### **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, <http://www.councilofnonprofits.org/nonprofit-executive-compensation-policy>.

### **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.ovw.usdoj.gov/docs/conf-acknowledgement.pdf> and must be signed by the authorized representative and uploaded to the application on GMS.

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

Applicants must complete the SF-424 online. In block 7 (Type of Applicant), please do not select "other." Please pay careful attention to the amount of Federal funding requested in box 15 of this form. This amount must match the amount of Federal funding requested in the budget section of the application package. Only include values in box 16 ("Recipient") if the program solicitation requires a match. The individual who is listed in box 18 must be the 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.ovw.usdoj.gov/docs/nonsup\\_letter.pdf](http://www.ovw.usdoj.gov/docs/nonsup_letter.pdf) for a sample letter. This should be a separate attachment to the application in GMS.

### **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 GMS.

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

### **Financial Capability Questionnaire (if applicable)**

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

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

Applicants that intend to charge indirect costs through the use of an indirect cost rate must have a Federally-approved indirect cost agreement. Please include a copy of a current, signed Federally-approved indirect cost rate agreement. If an applicant needs additional information on this requirement, they may go to <http://www.ovw.usdoj.gov/docs/ovw-fgmq.pdf>. This should be a separate attachment to the application in GMS.

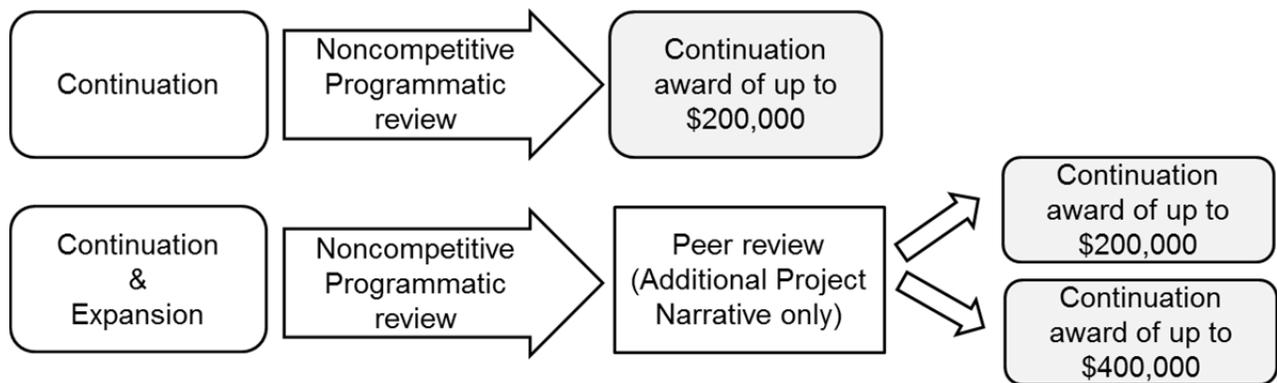
Applicants that do not have a Federally-approved indirect cost rate should budget all project related costs in the direct cost categories. Organizations that wish to negotiate an indirect cost rate may contact OVW's Grants Financial Management Division at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov)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

## Single Point of Contact Review

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

## Selection Criteria

OVW anticipates that sufficient funds will be available in FY 2014 to support all applicants to continue the work they are currently funded to do for two more years. However, for applicants proposing Continuation and Expansion projects, a competitive peer review will be used to decide whether to fund the activities proposed in the Additional Project Narrative.



All applications will be subject to a programmatic review. The Additional Project Narrative submitted by applicants proposing Continuation and Expansion projects will be subject to a peer review in which the applicant's response will be scored based on the quality and level of detail of the response. Each element **must** be addressed in the section in which it is requested. Points may be deducted from the Additional Project Narrative if the applicant does not include the information in the appropriate section even if it is included elsewhere within the application.

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.

## Programmatic Review

All applications that are considered for funding will be subject to a programmatic review. The programmatic review consists of assessing for scope, activities that compromise victim safety, and 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 will be reviewed for past performance based on the elements listed below.

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

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

### **Peer Review**

For FY 2014, applications proposing Continuation and Expansion projects, meaning those applications that propose to expand projects to one or two additional purpose areas, will be subject to a peer review that is fair and based on the criteria outlined in these application guidelines, under the Additional Project Narrative section. If the Justice for Families Program does not receive sufficient appropriations, OVW may subject all applications to a competitive peer review.

### **Compliance with OVW Financial Requirements**

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

### **High Risk Grantees**

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

## Post-Award Requirements

### 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 2014 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. More guidance on this provision will be forth coming and made available on the OVW website. 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."

### Reporting Requirements

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

### Information for All Federal Award Grantees

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OVW strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found in the FY 2014 Solicitation Companion Guide.

- Civil Rights Compliance
- Funding to Faith-Based Organizations
- Confidentiality and Privacy Protections
- Research and the Protection of Human Subjects (if applicable)
- Anti-Lobbying Act
- Reporting Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Reporting Fraud, Waste, Error, and Abuse
- Suspension or Termination of Funding
- Nonprofit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property

- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active SAM Registration

## **Public Reporting Burden**

### **Paperwork Reduction Act Notice**

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this form is 30 hours. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street, NE, Washington, DC 20002.

## 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 these application guidelines are included with this application. OVW will not redirect documents that are inadvertently submitted with the wrong application (e.g. a Legal Assistance for Victims Certification Letter submitted with a Transitional Housing Program Application).

Application document	Page numbers	Date completed
Letter of Registration	6	
Certification Letter(s)	7-8, and Appendices D and E	
Summary Data Sheet	18	
Summary of Current OVW Projects, if applicable	19	
Project Narrative	19	
What Will Be Done	20	
Who Will Implement	20	
Additional Project Narrative (for Continuation and Expansion applicants only)	20	
Statement of Need	20	
Statement of Capacity to Implement the Additional Purpose Area(s)	21	
Goals and Activities under Additional Purpose Area(s)	21	
Who Will Implement the Additional Purpose Area(s)	21	
Abstract	21	
Budget Detail Worksheet and Narrative	21	
Memorandum of Understanding (MOU)	25	
Letters of Support (Courts grantees only)	26	
Application for Federal Assistance: SF 424	27	
Standard Assurances and Certifications	27	
Proof of 501(c)(3) Status (nonprofits only)	26	
Disclosures Related to Executive Compensation	27	
Confidentiality Notice Form	27	
Letter of Nonsupplanting	27	
Financial Accounting Practices	28	
Financial Capability Questionnaire (nonprofits only)	28	
Indirect Cost Rate Agreement (only if the applicant has a current federally-approved rate)	28	

**Do not submit documents in addition to those specified in these application guidelines. 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 OVW Financial Grants Management Guide at <http://www.ovw.usdoj.gov/docs/ovw-fgmg.pdf>.*

## Consultants/Contracts

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

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

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

## Rent

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

## Audit Costs

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

## Indirect Costs

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

## Purchase and/or Lease of Vehicles

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

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

#### Compensation for Partners

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

#### Non-Federal Contributions

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

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

# Budget Detail Worksheet

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

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

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

<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
<b>TOTAL FRINGE BENEFITS:</b>		<b>\$ 32,481</b>

**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 Training and Technical Assistance	TBD	Airfare	\$500 (avg.) x 3 people x 4 trips	\$ 6,000
		Lodging	\$100 (avg.) x 3 nights x 3 people x 4 trips	\$ 3,600
		Per diem	\$ 50 (avg.) x 4 days x 3 people x 4 trips	\$ 2,400

\$12,000 of the required \$20,000 in OVW mandated technical assistance and training funds has been allocated to cover the cost of travel for staff of the tribe in accordance with program guidelines. The 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>
<b>TOTAL CONSTRUCTION:</b>		<b>\$ 0</b>

**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
		<b>Subtotal OVW-Mandated Training:</b>		
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
		<b>Subtotal Sexual Assault Training:</b>		
<b>Subtotal Consultant Travel:</b>			<b><u>\$ 8,705</u></b>	

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

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

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

<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: \$ 13,500**

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



**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.

<b>Budget Category</b>	<b>Amount</b>
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
	<b>Total Direct Costs \$412,811</b>
I. Indirect Costs	\$ 28,183
	<b>TOTAL PROJECT COSTS <u>\$ 440,994</u></b>
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). [Insert Applicant Name] registered/verified registration on [Insert Verification Date]. The SAM registration for [Insert Applicant Name] will expire on [Insert Expiration 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:  
Sample Certification Letter for Applicants Proposing to  
Provide Legal Services under Purpose Area 6(a) of the Justice  
for Families Program**

## Sample Certification Letter

[Applicant Letterhead]

[Date]

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

Dear Director:

This letter serves to certify that [Applicant] is in compliance with the following statutory requirements:

(1) Any person providing legal assistance with funds through this program

(A) has demonstrated expertise in providing legal assistance to victims of domestic violence, dating violence, sexual assault, or stalking in the targeted population; or

(B) is partnered with an entity or person that has demonstrated expertise described in subparagraph (A);

(2) any person providing legal assistance through this program has completed, or will complete, training in connection with domestic violence, dating violence, sexual assault, and stalking, including child sexual abuse, and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide;

(3) Any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a tribal, state, territorial, or local domestic violence, dating violence, sexual assault, or stalking victim service provider or coalition, as well as appropriate tribal, state, territorial, and local law enforcement officials;

(4) Any person or organization providing legal assistance with funds through this program has informed and will continue to inform state, local, or tribal domestic violence, dating violence, sexual assault or stalking programs and coalitions, as well as appropriate state and local law enforcement officials of their work; and

(5) The grantee's organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, domestic violence, dating violence, stalking, or child sexual abuse is an issue.

Sincerely,  
[Applicant's Authorizing Official]

**Appendix E:  
Sample Certification Letter for Applicants Proposing to  
Provide Supervised Visitation and Safe Exchange Services**

## Sample Certification Letter

[Applicant Letterhead]

[Date]

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

Dear Director:

This letter serves to certify that, in fulfillment of the statutory applicant requirement, [Applicant] will:

Demonstrate that adequate security measures, including adequate facilities, procedures, and personnel capable of preventing violence, and adequate standards are, or will be, in place (including the development of protocols or policies to ensure that confidential information is not shared with courts, law enforcement agencies, or child welfare agencies unless necessary to ensure the safety of any child or adult using the services of a program funded by OVW), if the applicant proposes to operate supervised visitation programs and services or safe visitation exchange.

Sincerely,

[Applicant's Authorizing Official]

**Appendix F:  
Required Certifications by Application Type**

This chart identifies which statutory applicant requirements are needed for each type of applicant invited to apply in FY 2014. “Letter” indicates that an applicant must provide a letter with its application to certify the requirement. “Narrative” indicates that the applicant must address the requirement in the Project Narrative and/or Additional Project Narrative. Questions about applicant requirements should be sent to [OVW.JFF@usdoj.gov](mailto:OVW.JFF@usdoj.gov).

	Continuation Only		Continuation and Expansion			
	Super-vised	Courts	Supervised, adding legal services (purpose areas 1 and 6(a))	Courts, adding legal services (purpose areas 3, 5, and/or 8; and 6(a))	Supervised, adding Courts (purpose areas 1, and 3, 5, and/or 8)	Courts, adding Supervised (purpose areas 3, 5, and/or 8; and 1)
Certify that the organizational policies of the applicant do not require mediation or counseling involving offenders and victims being physically present in the same place, in cases where domestic violence, dating violence, sexual assault, or stalking is alleged.	Letter	Letter	Letter	Letter	Letter	Letter
Certify that victims of domestic violence, dating violence, sexual assault, or stalking are not charged fees or any other costs related to the filing, petitioning, modifying, issuance, registration, enforcement, withdrawal, or dismissal of matters relating to the domestic violence, dating violence, sexual assault, or stalking.		Letter		Letter	Letter	Letter
Demonstrate that adequate security measures, including adequate facilities, procedures, and personnel capable of preventing violence, and adequate standards are, or will be, in place (including the development of protocols or policies to ensure that confidential information is not shared with courts, law enforcement agencies, or child welfare agencies unless necessary to ensure the safety of any child or adult using the services of a program funded by OVW), if the applicant proposes to operate supervised visitation programs and services or safe visitation exchange.	Letter		Letter		Letter	Letter
Delivery of Legal Assistance certifications. See page 8 and Appendix D for a sample certification letter.			Letter	Letter		
Demonstrate expertise in the areas of domestic violence, dating violence, sexual assault, stalking, or child sexual abuse, as appropriate.	Narrative	Narrative	Narrative	Narrative	Narrative	Narrative