



OVW Fiscal Year 2016 Technical Assistance Initiative Solicitation

Solicitation Release Date

This solicitation was released on or about January 12, 2016.

Eligibility

Eligible applicants are limited to: national, tribal, statewide or other nonprofit organizations with the capacity to provide nationwide training and technical assistance.
(See "[Eligibility Information](#)")

Deadlines

Application: All applications are due by 11:59 p.m. Eastern Time (E.T.) on March 1, 2016.
(See "[Submission Dates and Times](#)")

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 [Grants.gov](#) immediately, but no later than, **February 16, 2016.**
(See "[Registration](#)")

Letter of Registration: Applicants are strongly encouraged to submit a letter of registration to Ayesha Gaston at ayesha.gaston@usdoj.gov by **February 16, 2016.** This will ensure that applicants are well-positioned to successfully submit their applications 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 "[Letter of Registration](#)")

Pre-Application Conference Calls: OVW will conduct Pre-Application Conference Calls for anyone interested in submitting an application for the Technical Assistance Initiative.

Participation in these calls is optional. Interested applicants who do not participate are still eligible to apply.

(See “[Content and Form of Application Submission](#)”)

Contact Information

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

In Fiscal Year 2016, OVW applications for the Technical Assistance Initiative will be submitted through [Grants.gov](#). For technical assistance with [Grants.gov](#), please contact the [Grants.gov](#) Customer Support Hotline at 1-800-518-4726.

The [Grants.gov](#) number assigned to this announcement is OVW-2016-9146

It is anticipated that all applicants will be notified of the outcome of their applications by September 30, 2016.

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

Contents

<i>A. Program Description</i>	1
Overview	1
About the OVW Training and Technical Assistance Initiative.....	1
Program Scope	1
Purpose Areas.....	1
Targeted TA	2
Comprehensive TA.....	2
FY 2016 Targeted Technical Assistance Purpose Areas	3
FY 2016 Competitive Comprehensive Technical Assistance Purpose Areas	7
FY 2016 Non-competitive Comprehensive Technical Assistance Purpose Areas	12
FY 2016 Product Development Technical Assistance Purpose Areas	13
FY 2016 Non-OVW Identified Technical Assistance Purpose Areas.....	13
Activities that Compromise Victim Safety and Recovery	14
Out-of-Scope Activities	14
Unallowable Activities.....	14
<i>B. Federal Award Information</i>	15
Availability of Funds.....	15
Award Period.....	15
Award Amounts	16
Types of Applicants	16
<i>C. Eligibility Information</i>	17
Eligible Applicants	17
Eligible Entities	17
Cost Sharing or Match Requirement.....	17
Limit on Number of Application Submissions	17
Program Eligibility Requirements.....	17
<i>D. Application and Submission Information</i>	17
Address to Request Application Package	17
Letter of Registration	17
Application Contents.....	18
Formatting and Technical Requirements	18
Application Requirements.....	19
Summary Data Sheet	19
Project Narrative.....	21

Budget Detail Worksheet and Narrative	23
Memorandum of Understanding (MOU)/Letters of Support.....	26
Proposal Abstract	26
Additional Required Information.....	27
Disclosures Related to Executive Compensation.....	27
Confidentiality Notice Form.....	27
Application for Federal Assistance (SF-424).....	27
Standard Assurances and Certifications	27
Letter of Nonsupplanting	28
Financial Accounting Practices	28
Financial Capability Questionnaire	29
Indirect Cost Rate Agreement	29
Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM)	29
Submission Dates and Times	30
OVW Policy on Duplicate Applications.....	31
Experiencing Unforeseeable Technical Issues	31
OVW Policy on Late Submissions	31
Single Point of Contact Review	32
Funding Restrictions.....	32
Other Submission Requirements	33
<i>E. Application Review Information.....</i>	<i>35</i>
Criteria.....	35
Review and Selection Process	36
Peer Review	36
Programmatic Review	36
High Risk Grantees	37
Anticipated Announcement and Federal Award Dates.....	37
<i>F. Federal Award Administration Information</i>	<i>37</i>
Federal Award Notice	37
Administrative and National Policy Requirements.....	37
Violence Against Women Act Non-Discrimination Provision	38
Compliance with OVW Financial Requirements.....	38
Reporting Requirements.....	38
Public Reporting Burden - Paperwork Reduction Act Notice.....	38
<i>G. Federal Awarding Agency Contact(s).....</i>	<i>38</i>

H. Other Information.....39
 Application Checklist39
APPENDIX A40
 Budget Guidance.....41
 Budget Detail Worksheet.....43
APPENDIX B50
 Sample Letter of Registration51
APPENDIX C.....52
 Disclosures Related to Executive Compensation.....53
APPENDIX D54
 Summary of Current and Recent OVW Projects55
APPENDIX E56
 Summary of Current and Pending Non-OVW Grants to do the Same or Similar Work.....57

OVW Technical Assistance Initiative (CFDA 16.526)

A. Program Description

Overview

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

About the OVW Training and Technical Assistance Initiative

This program is authorized by 42 U.S.C.13925 (b)(11). The primary purpose of the OVW Training and Technical Assistance (TA) Initiative is to provide direct TA to existing and potential grantees and sub-grantees to enhance and support their efforts to successfully implement projects supported by OVW grant funds. OVW's TA is designed to build the national capacity of justice system professionals and victim services organizations to respond effectively to sexual assault, domestic violence, dating violence and stalking and fostering partnerships among organizations that have not traditionally worked together to address violence against women.

For additional information on the Technical Assistance Initiative, including what past Technical Assistance Initiative cooperative agreements have accomplished with their awards and to view the Technical Assistance Initiative performance measures, see:

<http://muskie.usm.maine.edu/vawamei/taprovidermain.htm>,

http://muskie.usm.maine.edu/vawamei/attachments/graphicreports/taprovider/TA_GR_JJ14.pdf,

and

http://muskie.usm.maine.edu/vawamei/attachments/graphicreports/taprovider/TA%20Providers_GR_JD13.pdf.

Program Scope

Activities supported by the Technical Assistance Initiative are determined by statute, federal regulations, and OVW policies. If an applicant receives an award, the funded project is bound by the provisions of this solicitation, the DOJ Financial Guide, any updates to the DOJ Financial Guide, and the conditions of the recipients' awards. All applicants must propose to predominantly serve the grant or sub-grant recipients or potential grant or sub-grant recipients of one or more OVW grant programs. OVW cannot support projects focusing on a group not eligible to receive funding through any of OVW's grant programs.

Purpose Areas

In FY 2016, funds under the Technical Assistance Initiative may be used for the purposes identified in this solicitation. There are three purpose area categories in FY 2016: [Targeted](#); [Competitive Comprehensive](#); and [Non-competitive Comprehensive](#).

Applicants should submit separate and distinct applications for each purpose area. For example, an applicant interested in applying to provide training and technical assistance on culturally relevant services for communities of color should apply separately if they also want to provide trial advocacy and/or litigation skills training for attorneys.

Targeted TA

The vast majority of OVW's training and technical assistance awards fall under the "targeted" category. These are typically discrete issue areas intended to provide OVW grantees with training and technical assistance related to a specific knowledge gap or promising practice.

In FY 2016 all Targeted TA awards are competitive and as such these applications will be subject to peer review and programmatic review. In addition, OVW may make awards to a number of organizations to deliver training and technical assistance around a single targeted purpose area. However, OVW will make only one award for each comprehensive purpose area. Targeted TA purpose areas are intended to provide in-depth TA on a narrow topic within one or more of the four crimes.

Comprehensive TA

To promote the consistent delivery of TA for certain grant programs, professions, and core/critical areas OVW has identified some projects as comprehensive. If OVW designates a project as comprehensive, it is eligible for an initial competitive award and non-competitive supplemental funding for up to 60 months, provided there is acceptable performance by the TA provider. Demonstration initiative comprehensive awards are for the life of the demonstration initiative, provided the TA provider has demonstrated acceptable performance.

OVW's Comprehensive Technical Assistance Providers must offer an exceptionally extensive scope of training, technical assistance, and resources. Applicants that have been selected to serve as OVW-designated comprehensive technical assistance providers are recognized for their unique areas of expertise and their capacity to deliver training and technical assistance on a very large scale. Non-competitive supplemental funding for comprehensive technical assistance projects over the limited duration of five years balances OVW's need to maintain a continuity of core technical assistance with the need for fair and open competition.

Each OVW Comprehensive TA award is competed every five years. If sufficient funding remains in an active comprehensive award to extend the project's award beyond 60 months without supplemental funding, OVW may elect to do so. However, the next anticipated funding cycle will be competitive. The projects listed on the [Non-Competitive Comprehensive Technical Assistance Awards chart](#) are still within their five year non-competitive award period.

Those applicants that have been identified as eligible for FY 2016 non-competitive comprehensive continuation funding will receive an e-mail invitation to apply for supplemental funding through the FY 2016 Technical Assistance Solicitation. Applications must be submitted by the March 1, 2016 deadline. The scope of each non-competitive comprehensive award will be based on the need to continue and/or enhance the project's goals and objectives.

OVW has identified some projects as effectively functioning as "resource centers" for certain topic areas (e.g. stalking). These projects do not focus on a specific grant program or profession but instead provide training and technical assistance across all OVW grant programs, disciplines, and potential grantees and sub-grantees. OVW-supported TA Resource Centers are expected to maintain robust websites with up-to-date information on promising practices and

implementation tools. Resource Center staff must be well-versed on the topic and able to deliver effective subject matter training and technical assistance at the local, tribal, state, and national levels. Resource Centers should at a minimum provide OVW with a biennial report on progress to improve the nation’s handling of their subject area.

OVW has made every attempt to include purpose areas addressing the range of training and technical assistance needs of OVW grantees. However, we are aware that given the specificity of some of the identified purpose areas, all innovative ideas may not fall neatly into OVW’s purpose area descriptions. Therefore, in FY 2016, in addition to the targeted training and technical assistance purpose areas identified below, OVW will entertain other ideas. Applicants interested in addressing a topic not covered by the OVW targeted purpose areas should see purpose area #52. Finally, given the limited funding available, applicants should carefully consider the need to utilize this option and are encouraged to review the TA2TA website (www.ta2ta.org) to ascertain whether or not OVW currently supports an active award addressing their idea before expending time developing a proposal.

Note: OVW will support only the comprehensive training and technical assistance projects identified later in this solicitation. Applicants requesting to develop comprehensive technical assistance projects for issues other than those listed below will be removed from consideration. OVW also requests that applicants applying to provide targeted TA refrain from using the word “comprehensive” in their project titles.

For each FY 2016 purpose area, OVW has identified the amount of funding available to support Technical Assistance efforts under that purpose area. Applicants should not exceed the stated budget cap. OVW reserves the right to make awards for greater or lesser amounts and to make multiple awards addressing a single purpose area.

Note: Applicants must be willing to work closely with OVW on the implementation of their projects, including the possibility of modifying project activities at OVW’s request in order to address an emerging issue.

In FY2016, funds under the Technical Assistance Initiative may be used for the following purposes:

FY 2016 Targeted Technical Assistance Purpose Areas		
Purpose Area	Purpose Area Content	Budget Cap
1.	Provide training and technical assistance for victim service providers and other grantees on addressing confidentiality, including complying with provisions of the Violence Against Women Act, as amended, information sharing with partners, the use of waivers, and the intersection with relevant state, federal and tribal laws including mandatory reporting, guardianship, medical privacy and privileged communications.	\$500,000/ 24 months

2.	Provide training and technical assistance on interstate custody issues affecting domestic violence victims.	\$600,000/ 36 months
3.	Provide specialized training and technical assistance to organizations serving youth victims of sex trafficking, youth victims of international domestic sex trafficking, and sexual exploitation through commercial means or survival sex, including those involved in the juvenile criminal justice system.	\$300,000/ 24 months
4.	Provide training and technical assistance to grantees, subgrantees, and potential grantees on serving Lesbian, Gay, Bisexual, and Transgender (LGBT) victims (domestic violence, dating violence, sexual assault, or stalking).	\$250,000/ 24 months
5.	Provide resources for courts and court personnel handling civil or criminal cases involving domestic violence and/or sexual assault to enhance the juridical process and improve the response to victim safety. TA must include assisting courts and/or court based-programs with identifying effective case management systems or other appropriate case tracking methods.	\$300,000/ 24 months
6.	Provide training and technical assistance to STOP Administrators on effective and culturally appropriate consultation and coordination with tribes during the STOP Implementation planning process. Applicants addressing this purpose area must be a tribal organization or have a tribal organization as a project partner.	\$450,000/ 24 months
7.	Provide training and technical assistance to grantees under the Culturally Specific Services Program (CSSP) and across OVW programs on the implementation of culturally specific strategies and approaches addressing the needs of the Black/African American community. OVW is seeking to support a consortium of organizations that demonstrate expertise in working with programs serving the Black/African American community. One of the partners must serve as the lead applicant. The consortium must have expertise in working with faith based organizations and working at the intersections of race and other marginalizations (i.e. ethnicity, LGBT, disabilities, etc.).	\$500,000/ 24 months
8.	Provide training and technical assistance on housing and civil rights laws as well as the housing provisions of (VAWA) to improve the capacity of grantees to provide housing assistance to survivors of domestic violence, sexual assault, dating violence, and stalking. Training and technical assistance should help attorneys, legal advocates, and domestic violence advocates improve compliance with and implementation of the VAWA housing provisions.	\$275,000/ 36 months
9.	Provide training and technical assistance on youth-driven prevention and outreach strategies and on the provision of services for youth victims of sexual assault, domestic violence, dating violence, stalking, and sex trafficking.	\$700,000/ 24 months
10.	Provide multi-faceted training and technical assistance to institutions of higher education on engaging college-age men as leaders and influencers on campus in efforts to prevent and improve responses to sexual assault,	\$500,000/ 36 months

	dating violence and stalking, including athletes and fraternity members.	
11.	Provide support to Campus Program technical assistance providers by coordinating a webinar series, preparing relevant and timely correspondence with grantees, convening focus groups and roundtable discussions on new and emerging issues and coordinating regional and national meetings of Campus Program grantees and, other meetings on campus sexual assault, domestic violence, dating violence, and stalking.	\$650,000/ 36 months
12.	Provide training and technical assistance to institutions of higher education on assessment and evaluation strategies and tools to assist Campus Program technical assistance providers and grantees to strengthen their evaluation and assessment methods.	\$180,000/ 12 months
13.	Provide training and technical assistance on developing culturally-specific prevention and intervention strategies for colleges and universities, Historically Black Colleges and Universities, Hispanic Serving Institutions, and Tribal colleges, and supportive services for LGBTQ individuals, international students, individuals with disabilities, and Deaf individuals who are victims of sexual assault, domestic violence, dating violence, and stalking on campus. OVW is seeking to support a consortium of organizations that demonstrate expertise and experience in working with institutions of higher education that are addressing the populations described above.	\$500,000/ 36 months
14.	Provide culturally relevant training and technical assistance across OVW grant programs on how to improve and expand supportive services and meet the unique needs of justice-involved (i.e. arrested, incarcerated, formerly incarcerated, and Child Protective Service (CPS)-involved) Black/African American women who have experienced sexual assault, domestic violence, dating violence or stalking.	\$450,000/ 24 months
15.	Provide training and technical assistance to communities interested in implementing the Department of Justice: Guidance on Identifying Preventing Gender Bias in Law Enforcement Response to Sexual Assault and Domestic Violence . OVW is particularly interested in projects that focus on TA for law enforcement and/or advocacy organizations. OVW may make multiple awards under this purpose area.	\$600,000/ 36 months
16.	Provide training and technical assistance to develop and/or enhance the capacity of rural communities on providing direct services to child sexual assault victims.	\$200,000/ 24 months
17.	Provide training and technical assistance to enhance the capacity of rural or tribal communities on establishing dedicated domestic violence dockets and/or domestic violence courts. The applicant or its project partners must have expertise on working with tribal jurisdictions.	\$500,000/ 24 months
18.	Provide evidence-based basic and/or advanced training and technical assistance on teen dating violence prevention and/or intervention for rural communities.	\$350,000/ 24 months

19.	Provide culturally specific technical assistance to support Culturally Specific Services Program (CSSP) grantees. OVW anticipates funding multiple awards under this purpose area.	\$450,000/ 24 months
20.	Provide training and technical assistance for Tribal Governments program grantees for project start-up or for projects that have stalled. The training and technical assistance should include topics such as comprehensive strategic planning, staff training and development, and system advocacy, community coordinated response training, fiscal management and leadership development.	\$450,000/ 24 months
21.	Establish basic and/or advanced training for tribal communities, including court personnel, advocates, prosecutors, judges, and law enforcement officers who work in Indian country. Applicants will develop and implement culturally specific training and technical assistance addressing the challenges tribal criminal justice systems and communities face when addressing domestic violence, sexual assault, dating violence, stalking, and sex trafficking.	\$550,000/ 36 months
22.	Develop and implement culturally-tailored training and technical assistance for remote Native villages in Alaska. Training curricula developed and implemented must be specific to the cultural, linguistic, and resource needs of villages and address the unique challenges that Alaska Native villages experience when responding to domestic violence, sexual assault, dating violence, stalking and sex trafficking.	\$450,000/ 24 months
23.	Provide training and technical assistance to court staff, including court clerks, court administrators, mediators, and guardians ad litem on domestic violence and/or sexual assault.	\$450,000/ 24 months
24.	Provide training and technical assistance for probation officers and agencies on the prevention of sexual assault, domestic violence, dating violence, and stalking.	\$450,000/ 24 months
25.	Provide training and technical assistance to OVW grantees on implementing lethality/risk assessments to reduce domestic violence incidents, including domestic violence related homicides.	\$650,000/ 36 months
26.	Develop and provide training and technical assistance for prosecutors on domestic violence, including effective trial skills and the use of trauma-informed interviewing techniques in domestic violence related cases.	\$450,000/ 24 months
27.	Provide training and technical assistance for criminal justice professionals on the use/misuse of technology in sexual assault, domestic violence, dating violence, and stalking (including cyber stalking) cases.	\$450,000/ 24 months
28.	Provide training and technical assistance to communities addressing domestic violence homicide prevention and reduction on engaging underserved populations, including communities of color, individuals with disabilities, Deaf individuals, and LGBTQ individuals. OVW may make multiple awards.	\$450,000/ 24 months

29.	Provide training and technical assistance to federally recognized tribes not receiving OVW grants on the dynamics of domestic violence, sexual assault, dating violence, stalking, and sex trafficking, including community coordinated response. Proposed budgets must include scholarships to support participant travel.	\$300,000/ 24 months
30.	Provide training and technical assistance related to implementing the recommendations included within the most current versions of the <i>National Protocol for Sexual Assault Medical Forensic Examinations: Adult/ Adolescent</i> and the <i>National Protocol for Sexual Abuse Medical Forensic Examinations: Pediatric</i> .	\$900,000/ 36 months
31.	Assist with updating the National Training Standards for Sexual Assault Medical Forensic Examiners. Revisions should take into account changes in practice since 2006, updates to the National Protocol for Sexual Assault Medical Forensic Examinations: Adult/Adolescent, and the issuance of a national protocol for pediatric patients. Assistance will include developing a plan for obtaining national input from relevant experts, drafting updated training standards, coordinating review of the draft training standards, and editing the standards at OVW's direction.	\$150,000/ 12 months
32.	Develop and implement specialized technical assistance and trainings to assist grantees in the effective provision of services for male victims of domestic violence, sexual assault, stalking, and dating violence. (Please visit the OVW website for a summary of findings from an OVW assessment of services for male survivors. The summary will be available on or about January 15, 2016). OVW may fund multiple projects under this purpose area. Any selected applicant(s) will be required to work closely with OVW on the direction and development of the project.	\$450,000/ 24 months

FY 2016 Competitive Comprehensive Technical Assistance Purpose Areas

Due to limited funding availability, some OVW grant award programs can support only one-year [Competitive Comprehensive Technical Assistance](#) awards while others can support multiple year awards.

OVW will support ONLY the applications addressing the purpose areas below and previously designated [comprehensive](#) projects. Applicants requesting to provide technical assistance for issues other than those listed below will be removed from consideration.

FY 2016 Competitive Comprehensive Technical Assistance Purpose Areas			
Purpose Areas	OVW Comprehensive Initiatives	Description	Award Period
33.	National Stalking Resource Center	Operate a national stalking resource center including offering training and technical assistance to build the capacity of service providers and civil and criminal justice system practitioners to address stalking. The project must also develop and disseminate resource materials and/or publications to expand the capacity of criminal justice systems and non-profit	\$450,000/ 24 months

		organizations to identify and respond to stalking cases. Additionally, the project should include the creation and management of a robust on-line resource related to stalking.	
34.	Full Faith & Credit National Resource Center	<p>Operate a national resource center on protection orders and implementation of the VAWA full faith and credit provision. The applicant's proposal must include a plan for improving the issuance and enforcement of protection orders, including protection orders issued by Alaska Native villages. An applicant without the demonstrated requisite expertise on full faith and credit for tribal orders and/or tribal issues must have a partner to address those issues.</p> <p>The project must also develop and disseminate resource materials and/or publications to support nationwide enforcement of protection orders, and create and/or maintain and update an online resource focusing on the VAWA full faith and credit provision.</p>	\$900,000/ 24 months
35.	Disability and Deaf National Resource Center	<p>Provide training and technical assistance to OVW grantees on violence against individuals with disabilities and Deaf individuals and on access considerations for such individuals.</p> <p>The TA provider would be expected to provide training and technical assistance to OVW grantees on the following:</p> <ul style="list-style-type: none"> • the prevalence and dynamics of violence against individuals with disabilities and Deaf individuals; • providing accessible services to individuals with disabilities and Deaf individuals; • the prevalence and dynamics of violence against male victims with disabilities and/or Deaf victims; and • developing accessible products and delivering accessible trainings and meetings, both in-person and remote. <p>The project must also develop resource materials and/or publications to support training and technical assistance activities, and create and/or maintain and update an online resource focusing on violence against individuals with disabilities and Deaf individuals.</p>	\$700,000/ 24 months
36.	Abuse in Later Life National Resource Center	<p>Provide training and technical assistance to OVW grantees on issues pertaining to individuals experiencing abuse in later life. The comprehensive TA Provider will be expected to provide comprehensive training and technical assistance to OVW grantees on:</p>	\$250,000/ 24 months

		<ul style="list-style-type: none"> • the prevalence and dynamics of violence against older individuals; • providing services to elder individuals; • developing products and delivering trainings and meetings, both in person and remote. <p>The project must also develop resource materials and/or publications to support training and technical assistance activities, and create and/or maintain and update an online resource focusing on violence against older individuals.</p>	
37.	Firearms National Resource Center	<p>Develop and operate a national resource center on domestic violence and firearms to build the capacity of civil and criminal justice system practitioners and non-profit non-governmental victim service providers to respond effectively to domestic violence cases involving firearms. The project must include a plan for responding to communities in the immediacy of a domestic violence firearms tragedy.</p> <p>OVW is interested in supporting a consortium of organizations to ensure appropriate training and technical assistance for the professional groups necessary to implement an effective firearms response at the local, state, and tribal levels. Interested applicants must demonstrate expertise in managing large scale projects, both financially and programmatically.</p>	\$1,200,000/ 36 months
38.	Training and Technical Assistance to Technical Assistance Providers	<p>Develop a national resource center on OVW's training and technical assistance opportunities. The resource center must include support for OVW's training and technical assistance providers on the delivery and implementation of their training and technical assistance projects. The project must also support the identification and delivery of issue-specific round tables and resource materials; and the creation and/or maintenance of an online resource of OVW's training and technical assistance opportunities, including a calendar of OVW sponsored TA events and a compendium of OVW supported resources.</p>	\$900,000/ 12 months
39.	Culturally Specific Services Program	<p>Provide training and technical assistance to culturally specific, nonprofit and community-based programs in the implementation of their Culturally Specific Services Program (CSSP) awards. The applicant must provide training and technical assistance on all CSSP statutory purpose areas.</p>	\$450,000/ 24 months
40.	Grants to State and Territorial Sexual Assault Coalitions	<p>Enhance the capacity of state and territorial sexual assault coalitions to create systemic change to improve and expand the response to sexual violence including, working and networking with local, state,</p>	\$900,000/ 24 months

	Program	and national partners. Applicants must provide training and technical assistance to all Grants to State and Territorial Sexual Assault Coalitions Program statutory purpose areas.	
41.	Sexual Assault Formula Program (SASP)	Provide training and technical assistance to state and territorial administrators and state and territorial sexual assault coalitions on the implementation of the SASP Formula Program. Proposals must include training and technical assistance addressing all SASP Formula Program statutory purpose areas.	\$400,000/ 24 months
42.	Tribal Sexual Assault Services Program	Provide training and technical assistance to federally recognized tribes and tribal nonprofits in the implementation of their Tribal SAS Program awards. Proposals must include training and technical assistance addressing all Tribal SAS Program statutory purpose areas.	\$160,000/ 12 months
43.	Sexual Assault Services Culturally Specific Program	Provide training and technical assistance to culturally specific nonprofit organizations in the implementation of their SAS Culturally Specific Program awards. Proposals must include training and technical assistance addressing all SAS Program statutory purpose areas.	\$160,000/ 12 months
44.	Grants to State and Territorial Domestic Violence Coalitions	Enhance the capacity of state and territorial domestic violence coalitions to create systemic change to improve and expand the response to domestic violence, including working and networking with local, state, and national partners. Proposals must include training and technical assistance addressing all Grants to State and Territorial Domestic Violence Coalitions statutory purpose areas.	\$900,000/ 24 months
45.	Abuse in Later Life Comprehensive	Provide training and technical assistance for the Enhanced Training and Services to End Abuse in Later Life Program.	\$900,000/ 24 months
46.	Judicial Program Comprehensive Training and Technical Assistance	Provide judicial education and technical assistance on domestic violence to state, local, and tribal and territorial judges.	\$900,000/ 12 months
47.	STOP U.S Territories Comprehensive	Provide training and technical assistance to territorial administrators and coalition directors on the implementation of their STOP and Coalition awards.	\$550,000/ 24 months
48.	Tribal Special Domestic Violence Criminal Jurisdiction Comprehensive	Provide technical assistance to support tribes to plan for and implement special domestic violence criminal jurisdiction in an effort to strengthen the tribal criminal justice system's ability to address violence against Native women. OVW expects the applicant to support Tribal partners so that they can continuously provide	\$800,000/ 24 months

		peer-to-peer training and technical assistance to other tribes interested in exercising the special domestic violence criminal jurisdiction.	
49.	Firearms Pilot Site Initiative Comprehensive	<p>Provide training and technical assistance to selected sites on implementing state, tribal, and/or federal domestic violence firearms prohibitors. OVW is interested in supporting a consortium of organizations to ensure appropriate training and technical assistance for the professional groups necessary to implement an effective firearms response at the local, state, and tribal levels. The recipient will work closely with OVW in developing a plan for selecting implementation 5-10 sites and designing, delivering, and modifying implementation site TA. Applicants should not anticipate that this project will exceed 5 years. Finally, interested applicants should also be prepared for the possibility that they will be expected to make and manage awards to the implementing sites. Selection criteria includes any general criteria provided in this solicitation, as well as the extent to which:</p> <ul style="list-style-type: none"> a) the lead applicant has demonstrated experience managing large scale (more than \$2 million) projects, in particular demonstration initiatives and experience in managing awards to sites. b) the applicant and its partners demonstrate access to and credibility with the professions needed for on-the-ground implementation. c) the consortium's members each have experience working on collaborative, multi-year, national projects; and d) the lead applicant has experience delivering and disseminating products nation-wide. 	\$900,000/ 24 months
50.	Law Enforcement Comprehensive	<p>Provide basic and advanced training and technical assistance for law enforcement officers and other first line responders to improve their response to an investigation of sexual assault, domestic violence, dating violence, and/or stalking. Technical assistance and training should address the needs of first line law enforcement officers and investigators and take into consideration the Department of Justice: Guidance on Identifying Preventing Gender Bias in Law Enforcement Response to Sexual Assault and Domestic Violence. Applicants should focus on current and potential Rural, Arrest, and Tribal grantees and STOP subgrantees. In order to be considered as a comprehensive project, a proposal must address the different needs of officers at</p>	\$900,000/ 36 months

		different levels within the law enforcement agency. OVW may elect to make multiple awards and/or to support a proposal as a Targeted TA project instead of as a comprehensive TA project given the challenges of meeting such a broad need. Projects may elect to focus on a single crime area and still be selected as a comprehensive. OVW would be particularly interested in supporting a consortium of organizations in order to meet the needs of different levels of officer experience. Such a consortium could receive a much larger award than currently estimated by OVW.	
--	--	--	--

Non-Competitive Comprehensive TA

For continuation of the following non-competitive Comprehensive Technical Assistance projects, the amount of funding available is determined by the “source” program(s), the statutory cap on the amount that can be set-aside from the source program(s), and the expected scope of work. Applicants should work with their OVW program specialists to determine the budget amount and of project period.

FY 2016 Non-competitive Comprehensive Technical Assistance Purpose Areas
Program Name
Justice for Families (JFF) Program Comprehensive
Domestic Violence Homicide Prevention Demonstration Technical Assistance
Tribal Sexual Assault Services (SASP) Program
Tribal Coalitions Program
Transitional Housing Program Comprehensive
Sexual Assault Services (SASP) Culturally Specific Program
Disability Program Comprehensive

Note: There will be a specific set of instructions for applicants applying under the Product Development purpose area in section D “[Application and Submission Information](#)”.

FY 2016 Product Development Technical Assistance Purpose Areas			
Purpose Area	Purpose Area Content	TA Delivery Method	Amount
51.	Develop a product for residential and non-residential domestic violence programs on providing comprehensive services for Lesbian, Gay, Bisexual, and Transgender (LGBT) victims/survivors. The product must be developed by a partnership consisting of at least one domestic violence organization and one LGBT organization. The application must demonstrate that the proposed partnership has the relevant substantive and technical expertise to create the product. At the time of submission, the applicant must submit a previously completed product that the applicant or the project partner(s) has created that demonstrates the requisite ability and expertise to develop the product proposed in the application.	Tools/Resources	\$150,000/ 24 months

Note: Applicants interested in addressing a topic area not identified by OVW must adhere to the standard application requirements as well as the additional guidance below.

FY 2016 Non-OVW Identified Technical Assistance Purpose Areas			
Purpose Area	Purpose Area Content	TA Delivery Method	Amount
52.	Applicants interested in submitting proposals for targeted training and technical assistance areas not identified above must provide the following information in their proposals: <ul style="list-style-type: none"> a) additional strong justification regarding the need for the project, including how the project relates to an OVW grant program, special initiative, or priority; and b) how the need for the project was determined. 	Variable	\$450,000- \$600,000/ 24 months

Activities that Compromise Victim Safety and Recovery

Applications that propose training and/or technical assistance activities that fail to account for victim safety and recovery may receive a deduction in points during the review process or may be eliminated from further consideration entirely.

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

1. Procedures or policies that compromise the confidentiality of information and privacy of survivors.
2. Partnering with individuals or organizations that support/promote practices that compromise victim safety and/or minimize offender accountability.
3. Training and technical assistance that does not reflect an understanding of violence against women, and the experience of survivors.
4. Training and technical assistance that fails to incorporate the experiences and unique needs of underserved communities.
5. Training and technical assistance that includes/promotes practices that re-victimize survivors.

Out-of-Scope Activities

OVW has determined the activities listed below to be out of the program scope and therefore these activities will not be supported by Technical Assistance Initiative funding. 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 Technical Assistance Initiative will not be considered for funding¹.

1. Research projects (This does not include program assessments conducted only for internal improvement purposes. See section Research and Protection of Human Subjects in the FY 2014 Solicitation Companion Guide at <http://www.justice.gov/sites/default/files/ovw/legacy/2013/12/16/companion-guide-fy2014.pdf>)
2. Direct victim services and justice system interventions: OVW's Training and Technical Assistance Initiative funds are intended to support educational opportunities, advice, and guidance for OVW grantees and potential grantees. They are not meant to support law enforcement activities, legal representation, direct services, or other interventions.

Unallowable Activities

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

- Lobbying;
- Fundraising;
- Purchase of real property;

¹ If more than 25% of staff time or grant dollars would be devoted to activities outside of the program's statutory scope, OVW will consider the proposal "substantially" outside the scope of the program and remove it from further consideration.

- Construction; and
- Physical modifications to buildings, including minor renovations (such as painting or carpeting).

B. Federal Award Information

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. [Targeted Comprehensive Technical Assistance](#) proposals that anticipate continuation funding in order to complete project activities may receive a deduction in points or be removed from further consideration during programmatic review. Therefore, OVW applicants should develop proposals that can be completed with the identified available funding and within the indicated timeframe (12, 24, or 36 months). Also, please note that OVW may elect to make awards for applications submitted under this solicitation in future fiscal years, depending on the merits of the applications and on the availability of funding.

Note: Please refer to the [FY 2016 Targeted Technical Assistance Purpose Areas](#) chart for guidance on the award period for each purpose area.

Award Period

[FY 2016 Targeted Technical Assistance Purpose Areas](#)

Award periods for these cooperative agreements will generally be 12, 24, or 36 months. Budgets must reflect 12, 24, or 36 months of project activity, and the total “estimated funding” (block 15) on the SF-424 must reflect 12, 24, or 36 months. The award period will start on October 1, 2016.

Note: Please refer to the [FY 2016 Targeted Technical Assistance Purpose Areas](#) table for guidance on the award period for each purpose area.

[FY 2016 Competitive Comprehensive Technical Assistance Purpose Areas](#)

Award periods for these cooperative agreements will generally be 12 or 24 months. Budgets must reflect 12 or 24 months of project activity, and the total “estimated funding” (block 15) on the SF-424 must reflect 12 or 24 months. The award period will start on October 1, 2016.

OVW-designated comprehensive technical assistance projects may receive up to a total of five years of funding. Applicants selected to serve as comprehensive TA providers are eligible to receive an initial award for up to 24 months (depending on available funding) with the understanding that they can apply non-competitively for supplemental funding to support the remainder of the 60-month period and that future non-competitive awards will be made at the discretion of the OVW Director and are dependent on successful performance and available funding from the source programs. Note: while most comprehensive training and technical assistance awards will be made for 24 months, some comprehensive technical assistance awards will be made for shorter or longer duration(s) because of the limited amount of TA funding available under the source program(s).

Note: Please refer to the [FY 2016 Competitive Comprehensive Technical Assistance Purpose Areas](#) table for guidance on the award period for each purpose area.

FY 2016 Non-competitive Comprehensive Technical Assistance Purpose Areas

Technical assistance Projects designated by OVW in FY 2011, FY 2012, FY 2013, FY 2014 or FY 2015, that are eligible for non-competitive supplemental funding in FY 2016 will receive a separate email invitation to apply for a supplemental award. Continuation Comprehensive applications must be submitted through this solicitation by the deadline of March 1, 2016. Award periods will range from 12 to 36 months and will depend on the number of months remaining in the organization's five-year comprehensive TA provider designation, the availability of funding from the source program(s), and the applicant's past performance as a comprehensive TA Provider.

Note: Each comprehensive provider should work with its OVW program specialist to determine the length of their supplemental award.

Award Amounts

In FY 2016, OVW has identified the funding available for each purpose area. Applicants should limit their funding requests accordingly. Proposals exceeding the identified budget cap for an individual purpose area may receive point deductions during the review process.

Applicants should carefully consider the resources needed to successfully implement the proposed project and present a realistic budget that accurately reflects project costs. OVW has limited funds available to support technical assistance, and therefore, **all applicants should be mindful and carefully consider all costs when developing their proposed budgets.** OVW has the discretion to award grants for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to award of a grant.

OVW makes awards in the range of \$225,000 - \$600,000 for targeted technical assistance and in the range of \$220,000 - \$2,500,000 for comprehensive technical assistance depending on the source program(s). OVW estimates that it will make up to 60 awards for an estimated \$30,400,000.

Applicants that receive an award are bound by statute, federal regulations, the provisions of this solicitation, the DOJ Financial Guide, any updates to the Financial Guide, and conditions of the recipient's award.

Award Type

Awards will be made as cooperative agreements. Cooperative agreements are a form of award made when OVW expects to have ongoing substantial involvement in award activities. For this program, substantial involvement includes, but is not limited to, participating in the development of agendas and approving final agendas; reviewing and approving faculty, products and curriculum; and identifying participants for training and technical assistance activities.

Note: OVW strives to deliver training and technical assistance that reflects current research on effectively responding to domestic violence, sexual assault, dating violence, human trafficking, and stalking, and the needs of OVW grantees and sub-grantees. Applicants should be prepared to exercise flexibility in project implementation and direction throughout their awards.

Types of Applicants

In FY 2016, OVW will accept applications for the Technical Assistance Initiative from the following:

New: applicants that have never received funding under the Technical Assistance Initiative or current recipients of training and technical assistance awards that propose to address a new purpose area.

Continuation: applicants that have an existing or recently closed (within the last 12 months) award under the Technical Assistance Initiative, including applicants submitting a proposal for non-competitive comprehensive awards.

C. Eligibility Information

Eligible Applicants

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

Eligible Entities

Eligible Entities for this program are national, tribal, statewide or other nonprofit organizations with the capacity to provide national training and technical assistance. Eligible applicants must have the capacity to provide training and technical assistance on a national level. In rare circumstances, OVW will support state, local or tribal governments or governmental agencies (e.g., police departments, prosecutor's offices, or probation departments), or local non-profit organizations however, in such circumstances, those entities must describe in detail their demonstrated history of providing training and technical assistance, and documentation that they have delivered training and TA to a national audience. The mere delivery of a conference open to nationwide registration does not suffice.

Cost Sharing or Match Requirement

This program has no matching or cost sharing requirement.

Limit on Number of Application Submissions

If an applicant submits multiple versions of the same application, OVW will review only the most recent system-validated version submitted prior to the deadline. Applicants submitting multiple proposals should clearly distinguishable project titles for each application.

Program Eligibility Requirements

There are no additional eligibility requirements for the Technical Assistance Initiative. All certification and other eligibility related documents must be current and developed in accordance with the FY 2016 solicitation.

D. Application and Submission Information

Address to Request Application Package

The complete application package is available on [Grants.gov](http://www.Grants.gov) or at the OVW website at <http://www.justice.gov/ovw> . Applicants wishing to request a paper copy of the application materials should contact the Technical Assistance Initiative at 202-307-6026.

Letter of Registration

Applicants intending to apply for FY 2016 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 System for Award Management (SAM) and with Grants.gov. The letter should be submitted to Ayesha Gaston at ayesha.gaston@usdoj.gov by February 16, 2016. This will ensure that the applicant is well-positioned to successfully submit a proposal by the application deadline. This letter will not obligate the applicant to submit an application. See [Appendix B](#) for a sample Letter of Registration.

OVW will conduct **two** Pre-Application Conference Calls. **There will be one phone call for applicants applying under the Targeted Technical Assistance Purpose Areas and one phone call for applicants applying under the Competitive Comprehensive Projects.** During these calls, OVW staff will review the Technical Assistance Initiative requirements, review the solicitation, and allow for a brief question and answer session. Participation in these calls is optional.

The conference calls are tentatively scheduled for **Thursday, January 21, 2016 and Wednesday, February 10, 2016:**

- **Thursday January 21, 2016 for Targeted Technical Assistance Applicants.**
- **Wednesday, February 10, 2016 for Competitive Comprehensive Applicants.**

Anyone interested in submitting an application to the Technical Assistance Initiative may register to participate in a pre-application call. There is no limit of participants for either call. Interested participants from the same agency are strongly encouraged to participate together so that as many organizations as possible can join the call. OVW reserves the right to deny multiple registrations from a single agency/jurisdiction. To register, or if you have any questions related to the pre-application calls contact Ayesha Gaston, ayesha.gaston@usdoj.gov, 202-307-6026. Registration must be received at least seven days prior to the start of the call.

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. OVW will not contact applicants for missing items.

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

Formatting and Technical Requirements

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

1. Double spaced (Project Abstract, Summary Data Sheet and charts may be single space)
2. 8½ x 11 inch paper
3. One-inch margins
4. Type no smaller than 12 point, Times New Roman font
5. Page numbers

6. No more than 20 pages for the Targeted Technical Assistance Project Narrative and no more than 25 pages for the Comprehensive Technical Assistance Project Narrative.
7. Word documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).
8. Headings and sub-headings that correspond to the sections identified in this section of the solicitation.

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. Budget Detail Worksheet and Narrative
3. Letters of Commitment/Support

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

Summary Data Sheet (5 Points Total)

The Summary Data Sheet should be one to four pages in length and may be single or double spaced. The Summary Data Sheet does not count toward the 20 or 25 page limit for the Project Narrative. OVW requests that applicants not applying for one of the OVW-identified comprehensive purpose areas refrain from using the word “comprehensive” in their project titles. Please provide the following information:

1. Name, title, address, phone number, and e-mail address for the Authorized Organization Representative (AOR) of the applicant agency.
2. Name, title, address, phone number, and e-mail address for the grant point-of-contact. This person must be an employee of the applicant agency.
3. Statement as to whether the organization applying will serve as a “pass through entity” (a fiscal agent/sponsor) for an organization, or organizations that will ultimately implement the project. If so, the applicant must include a statement acknowledging that, should an award be made, it would be responsible for all statutory, fiscal and programmatic requirements, including those of 2 CFR Part 200, as well as all project deliverables. The organization applying for the award must also list all of the entities it will enter into agreements with to perform the work, and should include a description of how these entities intend to accomplish the purposes of the award if such a description is not already provided in a Memorandum of Understanding (MOU) submitted as part of the application.
4. Statement as to whether the agency applying has expended \$750,000 in federal funds in the organization’s past fiscal year. Please specify the end date of the applicant’s fiscal year.
5. A list of other federal grant programs from which the applicant organization currently receives funding or for which it has applied for funding in FY 2016 to do similar work. Please provide this information in a table using the format found in [APPENDIX E](#).
6. Statement as to whether the applicant is a nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code.

7. Statement as to whether the applicant is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure to establish a rebuttable presumption that its executives' compensation is reasonable. If the applicant is not a nonprofit organization or is a nonprofit that does not use the safe-harbor procedure, provide a statement to that effect. For additional information about the safe-harbor procedure, see "[Disclosures Related to Executive Compensation](#)" section.
8. The percentage of grant activities, should the application be funded, that will address each of the following issues:
 - Sexual assault;
 - Domestic violence;
 - Dating/teen dating violence; and/or
 - Stalking.
9. Summary of Current and Recent OVW Projects (if applicable).

If the applicant has a current grant or cooperative agreement under any OVW program or an award that has been closed within the last 12 months from the date this solicitation closes, the information below must be provided in a table using the format found in [APPENDIX D](#). Failure to provide the required table will result in a loss of points. The table must:

 - 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 a 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.
10. Indicate whether the application is addressing a Targeted or a Comprehensive purpose area or the Product Development purpose area. If the application is addressing one of the targeted or comprehensive purpose areas, identify the specific purpose area. Applicants should address only one technical assistance purpose area in a single application and should not modify a purpose area.
11. The intended audience (include which grant program recipients or disciplines will be the focus of the project's training and technical assistance).
12. Duration of the project (i.e., 12, 24, 36 months or 5 years).
13. The award amount requested. For Comprehensive Purpose Area applicants, please include total projected 5-year costs, as well as funding being requested for initial award period (12 or 24 months).

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 2016.

For Targeted, Comprehensive, and Product Development Proposals:

Project Narrative (65 Points Total)

The Project Narrative may not exceed 20 pages for targeted technical assistance applications and 25 pages for comprehensive technical assistance applications in length, double-spaced. The Project Narrative comprises the following three sections: Purpose of the Application, What Will Be Done, and Who Will Implement.

Note: Applicants submitting Product Development proposals have only two sections to complete under Project Narrative: “What Will Be Done” and “Who Will Implement.”

Purpose of Application (What, Who, and Why) (10 points)

This section must:

- Identify the targeted or comprehensive technical assistance purpose area the project addresses.
- Describe the need for the technical assistance, including the gaps in service provision and/or the justice system response that will be addressed by the training and technical assistance.
- Describe the intended audience for the technical assistance, including the grant program, audience, or profession. Please explain the relationship between the target audience and the stated area of need.
- Estimate of the number of individuals, agencies, and/or jurisdictions that would receive training and technical assistance under this project.
- Describe the expected impact that the proposed technical assistance will have on the identified gaps and the target audience.
- Describe a practice that compromises victim safety, relevant to the purpose area being addressed. Include an explanation of the opposing ideologies related to this practice and explain why or why not a particular ideology should remain on, be removed from, or added to OVW’s list of “activities” that compromise victim safety.
- What is the expected impact or outcome of the project?

Product Development Applications

Applicants addressing the Product Development purpose area should **NOT** provide any information under “Purpose of the Application” section.

What Will Be Done (What, When, and How) (30 points)

Targeted and Comprehensive applications must provide a clear link between the proposed activities and the need identified in the “Purpose of Application” section.

This section must:

- Provide a detailed description of the activities that will be undertaken to accomplish the project goals and objectives and how these activities clearly address the training and technical assistance purpose area identified.
- For each gap identified, provide a detailed description of the strategies, including technical assistance delivery methodologies that will be undertaken to address the gap and explain why that strategy has been selected. If the applicant proposes on-site assistance with OVW grantees, describe the capacity and experience to do so.

- Explain why a particular delivery method is appropriate for the target audience or profession and for the proposed purpose area.
- Provide examples of experience the applicant or its project partners have had using each proposed technical assistance delivery method in the last five years.
- For each gap identified describe the impact of current or previous efforts to address the gap, including lessons learned and promising practices identified.
- Describe and justify any and all products that will be developed, including a timeline and plan for the development and dissemination of each product. The justification must explain the correlation between each proposed product and the gaps identified in the purpose of the application.
- Describe how the technical assistance provided is accessible to individuals with disabilities and Deaf individuals. The plan must be responsive to the proposed technical assistance delivery methods identified in the application. The applicant and OVW will work together to ensure that the appropriate accommodations are made and to ensure that sufficient funds have been budgeted for this purpose.
- Provide a corresponding timeline for the completion of each activity. Include in the timeline the estimated number of each deliverable (e.g. number of focus groups, webinars, and on-site technical assistance opportunities). An applicant applying for a Competitive, Comprehensive Technical Assistance purpose area must, provide a detailed timeline for the initial 24-month project period and a general timeline for the remaining 36 months.

Product Development Applications What Will Be Done (35 points)

Applicants addressing the Product Development purpose area should:

1. Describe the contents of the manual and provide a rationale for the proposed topics. The applicant must provide a detailed outline of the proposed product.
2. Describe a previously completed project that the applicant or the project partner(s) has created that demonstrates their ability to develop the product proposed in the application. Detail how the product was disseminated and how it benefitted the target population. Please note that applicants applying for the product development purpose area are required to submit a copy of the previously completed project.

Who Will Implement the Project (Who, What, and Why) (25 points)

The applicant must identify the key individuals and organizations that will be involved in the project and demonstrate that they have the capacity to address the stated need and that they can successfully implement the stated project activities. This includes consultants and project partner staff.

This section must:

- Identify the organizations and individuals who will implement the project and describe the role of each. Provide the percentage of time each individual will devote to the project, and the specific activities in which each individual will participate.
- Describe the capacity of the organization/s to undertake the project including the number of staff, applicants, and project partner that will be devoted to the project.
- Provide the qualifications and experience of proposed staff/consultants.
- Provide the lead organization's mission statement.

- Describe the organization’s philosophy concerning violence against women, including its understanding of emerging issues, best practices, and activities that compromise victim safety.
- If an applicant proposes to hold any in-person meetings which necessitate logistical planning, the application must indicate if an outside planner will be hired. If no outside planner will be hired, the application must document that the applicant or a project partner is the most cost effective means of obtaining conference logistical services.

Product Development Applications Who Will Implement (35 points)

Applicants addressing the Product Development purpose area should:

1. Identify the organizations and individuals who will be involved in the proposed project. The application must detail why each organization and individual was chosen.
2. Describe the role of each organization and individual.
3. Detail the qualifications of each organization and individual (substantive knowledge and technical skills).
4. List the experience of each organization and individual with developing products similar to what is being proposed.
5. Describe the mission of each organization involved in the project.
6. Describe each organization’s philosophy on domestic violence/interpersonal violence.

Budget Detail Worksheet and Narrative (15 Points)

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

Award Period and Amount

Applicants should carefully consider the resources needed to successfully implement the project and present a realistic budget that accurately reflects project costs. OVW has limited funds available to support technical assistance, and therefore, all applicants should be mindful and carefully consider all costs when developing their proposed budgets.

Funding levels under the Technical Assistance Initiative for FY 2016 are provided with each purpose area.

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

Note: Please refer to the: [Targeted](#); [Comprehensive](#); [Non-competitive Comprehensive](#); [Product Development](#); and [Non-OVW Identified](#) charts for guidance on the award period for each purpose area.

Budget Requirements

Applicants must submit reasonable budgets based on the resources needed to implement their projects in their specific geographic location. The budget should display a clear link between the specific project activities and the proposed budget items. Specifically, the budget should not

contain any items that are not detailed in the project narrative. The budget narrative must support all costs included in the budget and explain how the costs of goods and services are determined and how they will fulfill the overall objective of the project.

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

Budgets for projects that include STOP Formula Program grantees and subgrantees in the intended audience must include scholarship funds to support participant travel.

A Sample Budget Detail Worksheet is available in [Appendix A](#). When preparing the Budget Detail Worksheet and Narrative, please use the Sample Budget Detail Worksheet as a guide and be sure to include all necessary budget categories as outlined in the Worksheet. The budget must adhere to the DOJ Financial Guide.

Note: All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. Funding is not guaranteed. Applicants should be aware that the amount of technical assistance funding available under each program does vary and should take this under consideration when developing their technical assistance proposal (e.g., larger programs may have more technical assistance funds available to serve a larger number of grantees).

Conference Planning and Expenditure Limitations

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

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

Updated Department of Justice and OVW guidance on conference planning, minimization of costs, and conference cost reporting is accessible on the OVW website <http://www.justice.gov/ovw/grantees>. For additional information regarding food and beverage regulations, please refer to the DOJ Financial Guide. Also see section on "[Funding Restrictions](#)" in this solicitation.

Training and Technical Assistance

All applicants are required to allocate funds in the amount of **\$7,500** 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 **\$9,000** 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-approved meetings. 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

Recipients of OVW funds must comply with applicable federal civil rights laws, which, among other things, prohibit discrimination on the basis of disability and national origin. This includes taking reasonable steps to ensure that persons with limited English proficiency (LEP) have meaningful access to recipients' programs or activities. More information on these obligations is available in the [OVW FY 2014 Solicitation Companion Guide](#) and at www.lep.gov. Applicants are encouraged to allocate grant funds to support activities that help to ensure individuals with disabilities, Deaf individuals, and persons with limited English proficiency have meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services, language interpretation and translation services, or the purchase of adaptive equipment.

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

Pre-Agreement Cost Approval

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

Memorandum of Understanding (MOU)/Letters of Support (15 Points Total)

Applicants may partner with one or more organizations to ensure the appropriate expertise is available to implement the project successfully. OVW believes that appropriate collaborations enhance the effectiveness of training and technical assistance projects just as they enhance local interventions. Therefore OVW strongly encourages all potential TA providers to enter into Memorandum of Understanding (MOU) with key project partners. Any project partner receiving funds under the proposal must be an MOU signatory. Proposals without any MOU partners may provide an explanation for foregoing an MOU; however, such applications run the risk of losing all or some of the 15 points assigned to the MOU. Letters of support or commitment will not be considered in place of an MOU. Applicants should include at least one but no more than two letters of support from a previous recipient(s) of their training and/or TA.

For purposes of this solicitation, the MOU is a document containing the terms of the partnership and the roles and responsibilities between two or more parties. The MOU should be a single document and should be signed and dated by the Authorized Organization Representative (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 (10 points):

1. 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;
2. Include any key project partners and all project partners receiving funds from the cooperative agreement. Applicants can include up to three letters of support from other project partners not being compensated under the proposed project and/or prior receipts of training and technical assistance offered by the Applicant.
3. Describe the partners' roles in the project, their commitment to the collaboration, and the expertise they each bring to the endeavor.
4. Describe how this project intersects with any of the other training and technical assistance projects the lead applicant and MOU partners have.

A letter of support must (5 points):

1. Identify the purpose of the training and/or technical assistance that the letter's writer received from the applicant and/or a key project partner of the applicant.
2. Include the date on which the most recent training and/or TA was provided to the letter's writer.

Note: For Product Development Applications: Applicants responding to the Product Development purpose area must include a MOU from at least one domestic violence organization and one Lesbian, Gay, Bisexual, and Transgender (LGBT) organization. MOUs should not be included with the application.

Proposal Abstract

The Proposal Abstract should provide a short and accurate summary (no more than two pages double-spaced) of the proposed project, including who will be involved with the proposed project, what will be done as primary activities, what products will be produced, the service area

where the proposed project will take place and who will be impacted by the proposed project. Applicants should not summarize past accomplishments in this section.

Additional Required Information

The following documents will not be scored during the review process but they should be included with your submission. Failure to include any of the information may result in the inability to access funds if your application is selected for funding. OVW will be unable to make an award to any nonprofit organization that does not submit a 501(c) (3) determination letter from the Internal Revenue Service.

Disclosures Related to Executive Compensation

Any applicant that is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure for establishing a rebuttable presumption that its executives' compensation is reasonable, must provide the following: (1) a brief description of the process used for determining the compensation of its officers, directors, trustees, and key employees, including the independent persons involved in reviewing and approving such compensation (in lieu of a description, an applicant may submit its written compensation policy); (2) the comparability data used in establishing executive compensation; and (3) contemporaneous substantiation of the deliberation and decision regarding executive compensation. This third element can usually be addressed by submitting minutes from board meetings where compensation was considered and approved.

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

Confidentiality Notice Form

All applicants are required to acknowledge that they have received notice that grantees and subgrantees must comply with the confidentiality and privacy requirements of the Violence Against Women Act, as amended. The acknowledgement form is available on the OVW website at http://www.justice.gov/sites/default/files/ovw/pages/attachments/2015/01/20/confidentiality_acknowledgement_form_42015.pdf and must be signed by the authorized representative and uploaded to the application on Grants.gov.

Application for Federal Assistance (SF-424)

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

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

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

Disclosure of Lobbying Activities (SF-LLL) form. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form. Applicants that do not expend any funds for lobbying activities should enter “N/A” in the required highlighted fields.

Letter of Nonsupplanting

Applicants must submit a letter to OVW’s Director, signed by the AOR, certifying that Federal funds will not be used to supplant state or local funds should a grant award be made. Please refer to http://www.justice.gov/sites/default/files/ovw/legacy/2012/10/09/nonsup_letter.pdf for a sample letter. This should be a separate attachment to the application in Grants.gov.

Financial Accounting Practices

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

1. Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding? Please provide a brief description of the organization’s policies and procedures that ensure funds will be tracked appropriately.
2. Does the applicant have written accounting policies and procedures? How often are these policies and procedures updated? Please provide a brief list of the topics covered in the organization’s policies and procedures. OVW may request a copy for review during the application/award process or as part of the grant monitoring process.
3. Is the applicant’s financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant? Please provide a brief summary of the organization’s process for tracking expenditures.
4. Does the applicant have procedures in place for minimizing the time between transfer of funds from the United States Treasury and disbursement for project activities? Please provide a short summary of the organization’s policy for requesting payments for grant awards.
5. Does the applicant have effective internal controls in place to adequately safeguard grant assets and to ensure that they are used solely for authorized purposes? Please provide a brief description.
6. Does the applicant have a documented records retention policy? If so, briefly describe the policy.
7. Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, (2 CFR Part 200)? Please provide a short list of the individual’s qualifications/experience. If the individual is not familiar with the applicable rules and regulations, the applicant must contact OVW’s Grants Financial Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 immediately after the organization is notified of its award to coordinate training.

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

Financial Capability Questionnaire (if applicable)

All nonprofit, nongovernmental organizations that apply for funding from OVW and have not previously (or within the last three years) received funding from OVW must complete a Financial Capability Questionnaire, and submit it online. Additionally, applicants may be required to submit their current year's audit report at a later time. The form can be found at <http://www.justice.gov/ovw/how-apply>.

Indirect Cost Rate Agreement (if applicable)

Applicants that intend to charge indirect costs through the use of an indirect cost rate must have a Federally-approved indirect cost rate agreement. Please include a copy of a current, signed Federally-approved indirect cost rate agreement. This should be a separate attachment to the application in Grants.gov.

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

Applicants that wish to negotiate an indirect cost rate may contact OVW's Grants Financial Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 for more information.

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

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

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

The SAM centralizes information about grant recipients and also provides a central location for grant recipients to change organizational information. Grants.gov uses SAM to establish roles and IDs for electronic grant applicants.

[If the applying organization already has an Employer Identification Number (EIN), the SAM registration will take **up to two weeks to process**. If the applying organization does not have an EIN, then **the applicant should allow two to five weeks for obtaining the information**

from IRS when requesting the EIN via phone, fax, mail or Internet.] Follow the steps listed below to register in the SAM:

1. Obtain a DUNS number at the following website <http://www.dnb.com/us/> or call (866) 705-5711.
2. Access the SAM online registration through the SAM homepage at <https://www.sam.gov/portal/SAM/#1> and follow the online instructions for new SAM users.
3. Complete and submit the online registration. If the applying organization already has the necessary information on hand, the online registration takes approximately 30 minutes to complete, depending upon the size and complexity of the business or organization. Once the SAM registration becomes active, the applicant will be able to return to Grants.gov and complete the registration. **Please note that organizations must update or renew their SAM registration at least once a year to maintain an active status.**

There is no fee associated with the registration process. Additionally, the registration process cannot be expedited. OVW strongly discourages applicants from paying a third party to register on their behalf in an attempt to expedite the registration process. To ensure all applicants have ample time to complete the registration process, applicants must obtain a DUNS, register online with the SAM and with Grants.gov immediately, but no later than **February 16, 2016.**

Submission Dates and Times

It is very important that all applicants read this section carefully. Applicants that do not complete all the steps in registering and submitting their application by the due date will not be considered for funding. Applicants are responsible for ensuring their applications are complete at the time of submission. OVW will not contact applicants for missing items. Applicants should anticipate that failure to meet all registration and submission deadlines will result in their application being removed from consideration. It is the responsibility of the applicant to ensure that the application is submitted by the deadline.

All applications will be submitted electronically. The deadline for submitting applications in response to this solicitation is **11:59 p.m. E.T. on March 1, 2016.** Applications submitted after **11:59 p.m. E.T. on March 1, 2016** will not be considered for funding. Applicants experiencing difficulties submitting an application should refer to the [Experiencing Unforeseeable Technical Issues](#) section of this solicitation.

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

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

OVW Policy on Duplicate Applications

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

Experiencing Unforeseeable Technical Issues

As previously stated, applicants should begin the **registration process** immediately, but no later than **February 16, 2016**. Furthermore, the applicant should begin the **application submission process** 48, but no less than 24, hours prior to the application deadline. This will allow sufficient time for the applicant to contact the appropriate individuals and take corrective action, as outlined in this solicitation, should unforeseeable technical issues arise. If technical difficulties are experienced at any point during the application process, the applicant must contact the Grants.gov Customer Support Hotline at 1-800-518-4726, or support@grants.gov, 24 hours a day, 7 days a week, except closed for Federal holidays.

If an applicant experiences unforeseeable technical issues that prevent submission of an application by the deadline, the applicant must take the following actions:

1. Contact Ayesha Gaston at (202) 307-6026 or at ayesha.gaston@usdoj.gov prior to the application deadline stating that the applicant is experiencing unforeseeable technical issues and provide a phone number and/or email address where the applicant can be reached; and
2. Contact the technical support number above prior to the application submission deadline.

Within 24 hours after the deadline, the applicant must again contact Ayesha Gaston at **(202) 307-6026** or ayesha.gaston@usdoj.gov to request permission to submit the application. At that time, the applicant will be required to email the complete grant application and DUNS number, and provide the Grants.gov Help Desk tracking number(s). After OVW reviews all of the information submitted and verifies the technical issues were unforeseeable with the Help Desk, OVW will contact the applicant to either approve or deny the request to submit a late application. If the technical issues cannot be verified as unforeseeable, the application will be rejected as late.

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

OVW Policy on Late Submissions

OVW offers several options for an applicant to provide advance notice to OVW if receipt of its application will be delayed due to a temporary lack of Internet access, unforeseeable technical issues, or geographic isolation. If an applicant does not provide advance notice to OVW about an issue that may cause a delay in the submission of its application, the application will not be considered for funding. If applicant follows the steps outlined above, OVW will consider the

applicant's request for late submission. Extension of deadlines is not guaranteed and permission to submit a late application does not automatically result in an award. Late submission only allows an application to be considered for funding. If late submission is approved, the application will be reviewed for registration information and completeness and to ensure that the applicant meets the basic eligibility requirements (BMR) as defined in the solicitation. If the applicant meets BMR, the application will be subject to both peer review and programmatic review before any funding decision is made.

Extraordinary Natural or Manmade Disasters

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

Single Point of Contact Review

Executive Order 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the state Single Point of Contact (SPOC) if one exists and if the program has been selected for review. Applicants must contact their state SPOCs to determine whether their programs have been selected for state review. The applicant should enter the date that the application was sent to the SPOC or the reason such submission is not required in the section of the SF 424 which refers to EO 12372. Applicants can find a list of SPOCs on the Office of Management and Budget website at http://www.whitehouse.gov/omb/grants_spoc.

Funding Restrictions

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

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

Food and Beverage/Costs for Refreshments and Meals

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

1. The location of the event is not in close proximity to food establishments. It should be a priority to try to secure a location near reasonably priced and accessible commercial food establishments.

2. Not serving food will significantly lengthen the day or necessitate extending the meeting to achieve meeting outcomes.
3. A special presentation at a conference requires a plenary address where there is no other time for food to be obtained.
4. Other extenuating circumstances necessitate the provision of food.

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

Other Submission Requirements

As discussed in the “[Submission Dates and Times](#)” section above, applications must be submitted electronically via [grants.gov](#). Applicants that are unable to submit electronically must contact the OVW **Technical Assistance Initiative** at 202-307-6026 no later than **February 16, 2016** to request permission to submit an application by alternative means.

[Grants.Gov](#)

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

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

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

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

The E-Business Point of Contact (E-Biz POC) within the applicant’s organization must register the organization with [Grants.gov](#). The E-Biz POC oversees the organization's [Grants.gov](#) transactions and assigns the AOR. The AOR submits the application to [Grants.gov](#) and must

register with Grants.gov as well. In some cases the E-Biz POC is also the AOR for an organization.

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

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

Downloading a Grant Application Package

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

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

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

Completing the Grant Application Package

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

Submitting the Completed Grant Application Package

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

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

E. Application Review Information

Criteria

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

1. Summary data sheet: **5** points
2. Project narrative: **65** points, of which
 - A. Purpose of the project: **10** points
 - B. What will be done: **30** points
 - C. Who will implement: **25** points
3. Budget narrative and detail worksheet: **15** points
4. Memorandum of Understanding/Letter(s) of Support : **15** points total
 - A. MOU: 10 points
 - B. Letter(s) of Support: 5 points
5. Possible programmatic point deductions
 - A. Formatting and Technical Requirements: up to 5 points
 - B. Activities that compromise victim safety & recovery: up to 10 points
 - C. Out-of-scope activities: up to 10 points
 - D. Past performance review: up to 25 points

While cost sharing or match-funding are not required, in the case of a tie OVW may assess the extent and viability of cost sharing to break the tie, as well as other factors such as geographic distribution of funding.

Note: For Product Development Applications:

1. Summary data sheet: **5** points
2. Project narrative: **70** points, of which
 - A. What will be done: **35** points
 - B. Who will implement: **35** points
3. Budget narrative and detail worksheet: **15** points
4. Memorandum of Understanding: **10** points
5. Possible programmatic point deductions
 - a. Formatting and Technical Requirements: up to 5 points
 - b. Activities that compromise victim safety & recovery: up to 10 points
 - c. Out-of-scope activities: up to 10 points
 - d. Past performance review: up to 25 points

Review and Selection Process

Peer Review

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

Programmatic Review

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

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

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

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

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

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

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the OVW Director, who also may give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities,

past performance, and available funding when making awards. All award decisions are final and not subject to appeal.

High Risk Grantees

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

Anticipated Announcement and Federal Award Dates

It is anticipated that all applicants will be notified of the outcome of their applications by September 30, 2016.

F. Federal Award Administration Information

Federal Award Notice

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

Administrative and National Policy Requirements Information for All Federal Award Grantees

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

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

1. [Civil Rights Compliance](#)
2. Funding to Faith-Based Organizations
3. Confidentiality and Privacy Protections
4. Research and the Protection of Human Subjects (if applicable)
5. Anti-Lobbying Act
6. Reporting Requirements
7. National Environmental Policy Act (NEPA) (if applicable)
8. DOJ Information Technology Standards (if applicable)
9. Non-Supplanting of State or Local Funds
10. Criminal Penalty for False Statements
11. Reporting Fraud, Waste, Error, and Abuse
12. Suspension or Termination of Funding

13. Nonprofit Organizations
14. Government Performance and Results Act (GPRA)
15. Rights in Intellectual Property
16. Federal Funding Accountability and Transparency Act (FFATA) of 2006
17. Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
18. Active SAM Registration

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

Violence Against Women Act Non-Discrimination Provision

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

Compliance with OVW Financial Requirements

Each OVW grantee agrees to follow the financial and administrative requirements in the DOJ Financial Guide as a condition of receiving grant funding. If OVW determines that a current grantee has violated any of the requirements of the Guide, the grantee's award may be frozen or terminated and the grantee may be denied continuation funding.

Reporting Requirements

OVW grantees are required to submit semi-annual progress reports and quarterly Federal Financial Reports (SF 425). Appropriate progress report forms will be provided to all applicants selected for an award. Forms will be submitted electronically via GMS. Future awards and fund drawdowns may be withheld if forms are delinquent.

Public Reporting Burden - Paperwork Reduction Act Notice

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

G. Federal Awarding Agency Contact(s)

For assistance with the requirements of this solicitation, contact Ayesha Gaston at (202) 307-6026 or ayesha.gaston@usdoj.gov.

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

H. Other Information

Application Checklist

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

Application Document	
1. Letter of Registration	
2. Summary of Current OVW Projects, If Applicable	
3. Summary Data Sheet	
4. Project Narrative	
5. Purpose of the Application	
6. What Will Be Done	
7. Who Will Implement	
8. Proposal Abstract	
9. Budget Detail Worksheet and Narrative	
10. Memorandum of Understanding/Letter of Support	
11. Application for Federal Assistance: SF 424	
12. Standard Assurances and Certifications	
13. Disclosures Related to Executive Compensation	
14. Confidentiality Notice Form	
15. Letter of Nonsupplanting	
16. Financial Accounting Practices	
17. Financial Capability Questionnaire (nonprofits only)	
18. Indirect Cost Rate Agreement (only if the applicant has a current Federally-approved rate)	

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

APPENDIX A
Budget Guidance & Sample Budget Detail Worksheet

Budget Guidance

Cost guidance for selected items is provided below to assist applicants in preparing the budget detail worksheet. In developing your budget detail worksheet please refer to the DOJ Financial Guide.

Consultants/Contracts

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

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

Applicants should follow the same established procurement policies with Federal funds as they would with non-federal funds. All procurement transactions should be awarded in a manner that provides maximum open, free and fair competition, and must follow 2 CFR Part 200.317-326. All sole-source procurements (those not awarded competitively) in excess of \$150,000 require prior approval from OVW. This applies to procurements of goods and services, but not to selection of sub recipients. MOU project partners are generally considered subrecipients for time spent working on program objectives. For additional information on determining whether the recipient of the pass-through funds is a subrecipient or a contractor, please refer to 2 CFR Part 200.330.

Rent

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

Audit Costs

Costs for audits not required or performed in accordance with the Office of Management and Budget (OMB) Circular A-133 or 2 CFR Part 200 Subpart F – Audit Requirement are unallowable. If the applicant agency did not meet the applicable expenditure threshold during the organization's fiscal year, the cost of any audit performed may not be charged to the grant.

Indirect Costs

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

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

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

Purchase and/or Lease of Vehicles

The purchase and/or lease of vehicles is prohibited under most OVW grant programs, although some programs allow for purchasing vehicles on a case-by-case basis. Please refer to the solicitation for which you are applying to determine whether vehicles can be purchased or leased. If requesting a vehicle, a lease/purchase analysis must be submitted with the application.

Compensation for Partners

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

Non-Federal contributions

Any non-federal contributions can be discussed in the project narrative or Memorandum of Understanding (if required). **Applicants should not include supplemental contributions in the budget, budget narrative, or SF-424.**

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

Budget Detail Worksheet

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

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

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

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

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

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

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

TOTAL PERSONNEL: \$ 212,700

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

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

Worker's Compensation	\$70,500 x 1.00%	\$ 705
Unemployment Compensation	\$70,500 x 0.50%	\$ 353
Investigator		
Employer's FICA	\$135,000 x 7.65%	\$10,328
Health Insurance	\$135,000 x 6.12%	\$ 8,262
Worker's Compensation	\$135,000 x 1.00%	\$ 1,350
Unemployment Compensation	\$135,000 x 0.50%	\$ 675
Administrative Assistant		
Employer's FICA	\$ 7,200 x 7.65%	\$ 551
Health Insurance	\$ 7,200 x 6.12%	\$ 441
Worker's Compensation	\$ 7,200 x 1.00%	\$ 72
Unemployment Compensation	\$ 7,200 x 0.50%	\$ 36
TOTAL FRINGE BENEFITS:		\$ 32,481

TOTAL PERSONNEL AND FRINGE BENEFITS: \$ 245,181

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

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

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

\$12,000 of the required \$20,000 in OVW mandated technical assistance and training funds has been allocated to cover the cost of travel for staff of the tribe in accordance with program guidelines. The remaining amount of \$8,000 has been allocated for partner travel and can be found in Section G of this form. The sites of the training sessions are unknown at this time. Travel estimates are based upon the tribe's formal written travel policy.

TOTAL TRAVEL: \$ 12,000

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

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

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

TOTAL EQUIPMENT: \$ 1,500

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

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

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

TOTAL SUPPLIES: \$ 9,075

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

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

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

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$650 per day or \$81.25 per hour require additional justification and prior approval from the Office on Violence Against Women.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
Consultant /Trainer	Sexual Assault Training	\$650/day x 3 days	\$ 1,950
Part-Time Prosecutor	Prosecution	\$50/hr. x 20 hrs./month x 36 months	\$ 36,000

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

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

Subtotal Consultant Fees: \$ 37,950

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

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
OVW-Mandated Training and Technical Assistance	TBD	Airfare	\$550 (avg.) x 2 people x 4 trips	\$ 4,400
		Lodging	\$100 (avg.) x 3 nights x2 people x 4 trips	\$ 2,400
		Per diem	\$ 50 (avg.) x 3 days x 2 people x 4 trips	\$ 1,200
		Subtotal OVW-Mandated Training:		
Delivery of Sexual Assault Training	Tribe’s Reservation	Airfare	\$500 (avg.) x 1 person x 1 trip	\$ 500
		Lodging	\$ 50 (avg.)/night x 2 nights	\$ 100
		Per diem	\$ 35 (avg.)/day x 3 days	\$ 105
		Subtotal Sexual Assault Training:		

Subtotal Consultant Travel: \$ 8,705

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

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

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$150,000.

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

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

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

TOTAL CONTRACTS AND CONSULTANTS: \$ 60,155

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

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

TOTAL INDIRECT COSTS: \$ 28,183

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

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

Budget Category	Amount
A. Personnel	\$212,700
B. Fringe Benefits	\$ 32,481
C. Travel	\$ 12,000
D. Equipment	\$ 1,500
E. Supplies	\$ 9,075
F. Construction	\$ 0
G. Consultants and Contracts	\$ 60,155
H. Other Costs	\$ 84,900
	Total Direct Costs \$412,811
I. Indirect Costs	\$ 28,183
	TOTAL PROJECT COSTS <u>\$ 440,994</u>
Federal Share Requested	\$ 440,994
Non-Federal (Match) Amount	\$ 0

APPENDIX B

Sample Letter of Registration

[Applicant Letterhead]

[Date]

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

Dear Director:

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

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

OR

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

Sincerely,

[Authorized Organization Representative]

APPENDIX C
Disclosures Related to Executive Compensation

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

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

Dear Director:

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

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

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

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

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

Sincerely,

[Applicant's Authorizing Official]

Attachments

APPENDIX D
Summary of Current and Recent OVW Projects

Summary of Current and Recent OVW Projects

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

APPENDIX E

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

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