



OVW Fiscal Year 2016 Sexual Assault Services Formula Program Solicitation

Solicitation Release Date

This solicitation was released on or about **April 8, 2016**.

Eligibility

Eligible applicants are limited to: any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the United States Virgin Islands, American Samoa, Guam, and the Commonwealth of the Northern Mariana Islands.

(See "[Eligibility](#)")

Deadlines

Application: All applications are due by 11:59 p.m. Eastern Time (E.T.) on **May 20, 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 Office of Justice Programs [Grants Management System](#) (GMS) no later than, **May 6, 2016**.

(See "[Registration](#)")

Contact Information

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

In Fiscal Year 2016, OVW applications for the Sexual Assault Services Formula Program will be submitted through the Office of Justice Programs (OJP) [Grants Management System](#) (GMS). For technical assistance with [GMS](#), contact the OVW [GMS](#) Support at 1-866-655-4482.

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

- A. *Program Description* 1
 - Overview 1
 - About the OVW Sexual Assault Services Formula Program 1
 - Program Scope 1
 - Purpose Areas..... 2
 - OVW Priority Areas 3
 - Activities that Compromise Victim Safety and Recovery 3
 - Out-of-Scope Activities 4
 - Unallowable Activities..... 4
- B. *Federal Award Information*..... 4
 - Award Information 4
 - Availability of Funds..... 4
 - Award Period..... 4
 - Award Amounts 5
 - Rape Survivor Child Custody Act..... 5
- C. *Eligibility Information*..... 5
 - Eligible Applicants 5
 - Eligible Entities 5
 - Cost Sharing or Match Requirement..... 5
 - Limit on Number of Application Submissions 6
- D. *Application and Submission Information*..... 6
 - Address to Request Application Package 6
 - Content and Form of Application Submission 6
 - Application Contents..... 6
 - Formatting and Technical Requirements 6
 - Application Requirements..... 6
 - Summary Data Sheet 7
 - Project Narrative..... 7
 - Letters Demonstrating Meaningful Involvement 8
 - Additional Required Information..... 9
 - Confidentiality Notice..... 9
 - Application for Federal Assistance (SF-424)..... 9
 - Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)..... 9
 - Letter of Nonsupplanting 9

Financial Accounting Practices.....	9
Indirect Cost Rate Agreement (if applicable).....	10
Application Registration Requirements.....	11
Registration.....	11
Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM).....	11
Submission Dates and Times.....	12
OVW Policy on Duplicate Applications.....	13
Experiencing Unforeseeable Technical Issues.....	13
OVW Policy on Late Submissions.....	14
Intergovernmental Review.....	14
Single Point of Contact Review.....	14
Funding Restrictions.....	14
Food and Beverage/Costs for Refreshments and Meals.....	14
Program Assessments.....	14
Other Submission Requirements.....	14
E. Application Review Information.....	15
Criteria.....	15
Review and Selection Process.....	15
High Risk Grantees.....	15
Anticipated Announcement and Federal Award Dates.....	15
F. Federal Award Administration Information.....	15
Federal Award Notice.....	15
Administrative and National Policy Requirements.....	15
Violence Against Women Act Non-Discrimination Provision.....	16
Nonprofit Organization Requirements.....	16
Accommodations and Language Access.....	17
Pre-Agreement Cost Approval.....	17
Compliance with OVW Financial Requirements.....	17
Reporting.....	17
Reporting Requirements.....	17
Public Reporting Burden - Paperwork Reduction Act Notice.....	17
G. Federal Awarding Agency Contact(s).....	18
H. Other Information.....	18
Application Checklist.....	18
APPENDIX A.....	19
Summary of Current and Pending Non-OVW Federal Grants to do the Same or Similar Work.....	20

OVW Sexual Assault Services Formula Program (CFDA 16.017)

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 Sexual Assault Services Formula Program

This program is authorized by 42 U.S.C. §14043g.

The Sexual Assault Services (SAS) Program was created by the Violence Against Women and Department of Justice Reauthorization Act of 2005 Technical Amendments, and is the first federal funding stream solely dedicated to the provision of direct intervention and related assistance for victims of sexual assault.

The Sexual Assault Services Formula Program (SAS Formula Program) directs grant dollars to states and territories to assist them in supporting rape crisis centers and other nonprofit, nongovernmental organizations or tribal programs that provide core services, direct intervention, and related assistance to victims of sexual assault. Rape crisis centers and other nonprofit and tribal organizations, such as dual programs providing both sexual violence and domestic violence intervention services, play a vital role in assisting sexual assault victims through the healing process, as well as assisting victims through the medical, criminal justice, and social support systems. Funds provided through the SAS Formula Program are designed to **supplement** other funding sources directed at addressing sexual assault at the state and territorial level.

For additional information on the SAS Formula Program, including what past SAS Formula Program grantees have accomplished with their grant funds and to view the SAS Formula Program performance measures, see <http://muskie.usm.maine.edu/vawamei/sasformulamain.htm>.

Program Scope

Activities supported by the SAS Formula Program are determined by statute, federal regulations, and OVW policies. If an applicant receives an award, the funded project is bound by the provisions of this solicitation, the DOJ Financial Guide, any updates to the DOJ Financial Guide, and the conditions of the recipient's award.

Purpose Areas

The purpose of the SAS Formula Program is to provide intervention, advocacy, and accompaniment (e.g., court, medical facilities, police departments, etc.), support services, and related assistance to:

1. Adult, youth, and child victims of sexual assault;
2. Family and household members of such victims; and
3. Those collaterally affected by the victimization (e.g., friends, coworkers, classmates), except for the perpetrator of such victimization.

In FY 2016, funds under the SAS Formula Program may be used for the following purposes:

- To support the establishment, maintenance, and expansion of rape crisis centers and other nongovernmental or tribal programs and projects to assist individuals who have been victimized by sexual assault, without regard to the age of the individual.

Note: “Without regard to the age of the individual” was added by the Violence Against Women Reauthorization Act of 2013, which means that funded service providers must provide services to sexual assault victims of **all** ages. As a result, providers such as child advocacy centers are presumed to be ineligible for SAS Formula subawards unless they can provide documentation to the state administering agency that they serve all ages. However, while the subgrantee organization itself must provide services to sexual assault victims of all ages, the specifically funded project may focus on a particular age group, such as children, youth, or elders.

SAS Formula grants shall be used by states and territories to provide grants to rape crisis centers¹ and other non-profit, nongovernmental organizations or tribal programs for programs and activities that provide direct intervention and related assistance. Intervention and related assistance may include:

1. 24-hour hotline services providing crisis intervention services and referral;
2. Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police, and court proceedings;
3. Crisis intervention, short-term individual and group support services, and comprehensive service coordination and supervision to assist sexual assault victims and family or household members;
4. Information and referral to assist the sexual assault victim and family or household members;
5. Community-based, culturally specific services and support mechanisms, including outreach activities for underserved communities; and

¹ The term “rape crisis center” means a nonprofit, nongovernmental, or tribal organization, or governmental entity in a state other than a territory that provides intervention and related assistance to victims of sexual assault without regard to their age. In the case of a governmental entity, the entity may not be part of the criminal justice system (such as a law enforcement agency) and must be able to offer a comparable level of confidentiality as a nonprofit entity that provides similar victim services. 42 U.S.C. § 13925(a)(25).

6. Development and distribution of materials on issues related to the services described in numbers 1 through 5 above.

Note: The SAS Formula Program emphasizes the establishment, maintenance, and expansion of rape crisis centers and other nonprofit, nongovernmental organizations, such as dual programs addressing domestic violence and sexual assault, for the provision of direct intervention, core services, and related assistance to adult, youth, and child victims of sexual assault. **Under the SAS Formula Program, grant funds cannot be used to support sexual assault forensic examiner projects or criminal justice activities (e.g., law enforcement, prosecution, courts, or forensic interviews).** OVW recommends that states and territories, in partnership with their state and tribal sexual assault coalitions, consider the array of needs of **all** sexual assault victims and available services in their state or territory when developing their implementation strategies.

OVW Priority Areas

The purpose of the SAS Formula Program is to provide direct intervention and related assistance to victims of sexual violence that is culturally relevant and responsive to immediate and long-term needs. In order to develop an effective response to sexual violence, states and territories should seek to operationalize SAS Formula funding by forging lasting partnerships with state and territorial sexual assault coalitions, tribal coalitions, and victim service providers, including culturally- and population-specific organizations.

In shaping the strategies for FY 2016, OVW encourages states and territories to develop and support projects that:

1. Support rape crisis centers in providing direct intervention and related assistance.
2. Support dual programs that provide sexual assault and domestic violence services to enhance their provision of direct intervention and related assistance tailored for victims of sexual assault.
3. Retain core services for victims of sexual assault.
4. Increase support for underserved populations, particularly communities of color, in a culturally appropriate manner, with a special emphasis on addressing the African-American, tribal, and Lesbian, Gay, Bisexual, and Transgender (LGBT) communities, as well as individuals with disabilities and Deaf individuals.

Activities that Compromise Victim Safety and Recovery

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

1. Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;²
2. Procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services;

²If an award is made, the recipient will also be subject to statutory prohibitions on discrimination. For further information on these civil rights requirements, see the section "Violence Against Women Act Non-Discrimination Provision" under "F. Federal Award Administration Information".

3. Policies that deny individuals access to services based on their relationship to the perpetrator;
4. Materials that are not tailored to the dynamics of sexual assault or the culturally specific population to be served;
5. Policies or engaging in practices that impose restrictive conditions to be met by the victim in order to receive services (e.g. mandatory counseling, seeking an order for protection); and
6. Policies that require the victim to report the sexual assault to law enforcement.

Out-of-Scope Activities

OVW has determined the activities listed below to be out of the program scope and therefore these activities cannot be supported by SAS Formula Program funding.

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 on <http://www.justice.gov/sites/default/files/ovw/legacy/2013/12/16/companion-guide-fy2014.pdf>)
2. Activities focused on prevention efforts and public education (e.g., bystander intervention, social norms campaigns, presentations on healthy relationships, etc.)
3. Criminal justice-related projects, including law enforcement, prosecution, courts, and forensic interviews
4. Sexual Assault Forensic Medical Examiner programs
5. Sexual Assault Response Team coordination
6. Providing training to allied professionals and the community (e.g., law enforcement, child protection services, prosecution, other community based organizations, etc.)
7. Domestic violence services unrelated to sexual violence

Unallowable Activities

The following is a list of activities that are unallowable and cannot be supported by SAS Formula Program grant funding.

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

B. Federal Award Information

Award Information

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

Availability of Funds

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. There is no guarantee that funds will be

available in the future. Therefore, OVW encourages applicants to develop a plan to sustain project activities if federal funding through the SAS Formula Program ceases to be available.

Award Period

The grant award period is **24** months. Generally, the award period will start on August 1, 2016.

Award Amounts

By statute, OVW will award not less than 1.5 percent of the total amount appropriated for the SAS Formula Program to each state and the District of Columbia and Puerto Rico. The United States Virgin Islands, American Samoa, Guam, and the Commonwealth of the Northern Mariana Islands will be awarded a base amount of .25 percent of the total appropriated amount. Funds remaining after the allocated base amounts will be distributed among the states and territories according to population. The most accurate and complete data compiled by the United States Bureau of the Census are used to determine the populations.

OVW will make a maximum of 56 awards. Awards will be made as grants.

Rape Survivor Child Custody Act

In FY 2016, states may receive additional funds (up to ten percent of the three year average of combined STOP and SAS formula grant funds, with 75 percent of that amount supplementing the SAS award and 25 percent supplementing the STOP award) if the state meets the requirements of the Rape Survivor Child Custody Act. To qualify, the state must have a law that allows the mother of a child conceived through rape to seek court-ordered termination of the parental rights of the rapist with regard to that child, which the court is authorized to grant upon clear and convincing evidence of rape. The effective date of the qualifying statute must be on or before October 1, 2016.

A state wishing to apply for these additional funds must include, as an attachment to both this application and the state's STOP application, a legal opinion stating that the state meets the above requirement and citing any statutory or case law or other authorities relied on in making the determination. This legal opinion may be in the form of a letter addressed to the Director of OVW and must be signed by the state Attorney General or another state official with authority to make binding legal determinations. **While the information provided by the state will inform OVW's decision, OVW will make the final eligibility determination.**

If the state is awarded the additional funds, such funds will be subject to all of the requirements of the SAS Formula Program. Because this requirement applies to both STOP and SAS, we encourage the state administrators for the two programs to coordinate their response.

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 for this program are limited to:

1. Any state of the United States;
2. The District of Columbia; and

3. The Commonwealth of Puerto Rico, the United States Virgin Islands, American Samoa, Guam, and the Commonwealth of the Northern Mariana Islands.

Cost Sharing or Match Requirement

This program has no matching or cost sharing requirement.

Limit on Number of Application Submissions

An applicant should submit only one application per organization. If an applicant submits multiple versions of the same application, OVW will review only the most recent system-validated version submitted.

D. Application and Submission Information

Address to Request Application Package

The complete application package is available on [GMS](#) or the [OVW website](#) . Applicants wishing to request a paper copy of the application materials should contact Melissa.Schmisek@usdoj.gov.

Content and Form of Application Submission

The following sections describe the required application content and provide guidance regarding the steps necessary to submit a complete application. It is the responsibility of each applicant to ensure that their application is complete, all registration requirements have been met or updated, and that their application is submitted by the specified deadline. Instructions regarding obtaining the required Data Universal Numbering System (DUNS) number, registering in the System for Award Management (SAM) and the [Grants Management System](#) (GMS), as well as submitting an application through GMS can be found later in this solicitation. Applicants are encouraged to submit their applications 48, but no less than 24, hours before the deadline to allow sufficient time to address technical problems.

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 may result in a delay of processing the award. It is the responsibility of the applicant to ensure that a complete application is submitted by the deadline.

Do not submit documents in addition to those specified in 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. Double spaced (Project Abstract, Summary Data Sheet and charts may be single space)

1. 8½ x 11 inch paper
2. One-inch margins
3. Type no smaller than 12 point, Times New Roman font
4. Page numbers
5. No more than **10** pages for the Project Narrative
6. Word documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).

7. 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 may experience a delay in receiving their awards.

1. Summary Data Sheet
2. Project Narrative
3. Letters Demonstrating Meaningful Involvement
4. Application for Federal Assistance (SF-424)
5. Standard Assurances and Certifications Form (Form 4061/6)
6. Letter of Nonsupplanting

Summary Data Sheet

The Summary Data Sheet should be one to four pages in length and may be single or double spaced. The Summary Data Sheet does not count toward the **10** page limit for the Project Narrative. Please provide the following information:

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 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.
4. 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.
5. Summary of Current and Pending Non-OVW Discretionary Federal Grants to do the Same or Similar Work. See [APPENDIX A](#).
6. Summary of Current and Recent OVW Discretionary Awards (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 B](#). Failure to provide the required table may result in the delay of your award.

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.

Project Narrative

The Project Narrative may not exceed **10** pages in length, double-spaced. This section must include the following information:

1. An overview of what sexual assault services are currently available to victims of sexual assault, including women, men, and children, throughout the state or territory.
2. An overview of what current state or territory efforts are in place to address sexual assault.
3. A brief description addressing the process by which the state or territory makes its subgrant awards (e.g., formula-based or competitive awards).
4. An explanation of how funding under the SAS Formula Program complements the state/territory STOP Implementation Plan.
5. A detailed description of how the state or territory meaningfully involved its sexual assault coalition and representatives from underserved communities,³ including tribes, in developing the application, including:
 - a. The process and communication method used by the state or territory to involve the sexual assault coalition and representatives from underserved communities;
 - b. The specific underserved communities the state or territory included in the application process and methods used to reach out to and communicate with these communities;
 - c. The number of times the state or territory has met with its coalition and representatives from underserved communities to discuss and develop **this** application, and a brief description of those meetings;
 - d. Whether the coalition and representatives from underserved communities were provided an opportunity to review this application and provide comment, prior to its submission; and
 - e. How the state or territory has incorporated feedback and input from the coalition and representatives from underserved communities into **this** application.
6. A detailed description of how the state or territory will meaningfully involve the sexual assault coalition and representatives from underserved communities, including tribes, in implementing the plans of the state or territory to administer the SAS Formula Program, including:
 - a. How the state or territory will work with the coalition and representatives from underserved communities to design a plan for distributing the subgrant funds;

³ Underserved communities are communities consisting of “populations who face barriers in accessing and using victim services, and include populations underserved because of geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age), and any other population determined to be underserved by the Attorney General or by the Secretary of Health and Human Services, as appropriate.” 42 U.S.C. § 13925(a)(39).

- b. The specific underserved communities the state or territory anticipates including in the implementation process;
 - c. The methods that will be used to reach out to the underserved communities to ensure their active participation in the implementation of the plans to administer the SAS Formula Program funds; and
 - d. The roles the state or territory envisions for the coalition and representatives from underserved communities in implementing the plans.
7. A detailed description of procedures to be used by the state or territory to ensure equitable distribution of grants and grant funds within the state or territory and between urban and rural areas.
8. A brief summary (not a detailed budget) of how the optional 5% administrative funds will be used, if at all.
9. If the state or territory passes the award through to the sexual assault coalition, an explanation as to whether the 5% administrative funds will be shared between the state administering agency and the coalition, and if so, how the funds will be divided (e.g., the state will retain the full 5%, it will be split with the state retaining 2.5% and the coalition receiving 2.5%, the coalition will receive the full 5%, the award will be subgranted in full with neither the state nor the coalition retaining administrative funds).

Letters Demonstrating Meaningful Involvement

Applicants must submit letters from the state or territorial sexual assault coalition and representatives from underserved communities describing:

1. How they meaningfully participated in developing the SAS Formula Program application; and
2. Their commitment to participate meaningfully in implementing the state or territory's plans to administer the SAS Formula Program.

Letters from the state or territorial sexual assault coalition should be submitted on letterhead and signed by the Executive Director. Letters from representatives from underserved communities should also be submitted on letterhead when applicable, and the letters should indicate the culturally specific and/or underserved community represented.

States are also encouraged to seek input from rape crisis centers and other sexual assault programs in their application and implementation processes.

Additional Required Information

The following documents should be included with your submission. Failure to include any of the information may result in the inability to access funds.

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 in [GMS](#).

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 [GMS](#).

Financial Accounting Practices

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

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.

Indirect Cost Rate Agreement (if applicable)

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

Non-federal entities, other than State and local governments and Indian tribes 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. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-federal entity chooses to negotiate for a rate.

Organizations that wish to negotiate an indirect cost rate may contact OVW's Grants Financial Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 for more information. States must accept a Federally approved indirect cost agreement or de minimis rate.

Application Registration Requirements

It is very important that all applicants read this section carefully. Applicants are responsible for ensuring that all registration requirements are met in a timely manner. Federal guidelines require that applicant organizations must (1) be registered in SAM 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.

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 Applicants must be registered and current with the SAM registration and with [GMS](#) prior to submitting an application.

Registration

Applicants must follow the registration process outlined below. **There is no fee associated with the registration process. Additionally, the registration process cannot be expedited.** OVW strongly discourages applicants from paying a third party to register on their behalf in an attempt to expedite the registration process. To ensure all applicants have ample time to complete the registration process, applicants must obtain a Data Universal Number System

(DUNS) Number, register online with the System for Award Management (SAM) and with [GMS](#) immediately, but no later than **May 6, 2016**. **Failure to begin the registration process in sufficient time may result in a delay in an applicant's ability to submit their application and there a delay in receiving funding. It is important that applicants do not wait until the day of the application deadline to begin the registration or submission processes.**

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. [GMS](#) 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 [GMS](#) 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 **May 6, 2016**.

Grants Management System

Applicants are required to submit applications through the Office of Justice Programs' [Grants Management System](#) (GMS). This is not [Grants.gov](#). In order to apply for a grant through GMS, go to <https://grants.ojp.usdoj.gov/> and either sign in using the applicant's current [GMS](#) ID and password or register as a new user. Once the applicant has logged into [GMS](#), they should select the program for which they intend to apply and follow the instructions. Training materials are available on the main [GMS](#) homepage.

Submission Dates and Times

It is important that applicants do not wait until the day of the application deadline to begin the application submission process. To ensure a timely application submission, OVW strongly encourages applicants to submit their applications at least 48, but no less than 24, hours before 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 May 20, 2016**. Applications submitted after **11:59 p.m. E.T. on May 20, 2016** may experience a delay in funding. Applicants experiencing difficulties submitting an application should refer to the [Experiencing Unforeseeable Technical Issues](#) section of this solicitation.

OVW Policy on Duplicate Applications

An applicant can only submit one application per program. 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 **May 6, 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 OVW [GMS](#) Support at 1-866-655-4482, Monday through Friday, 9:00 a.m. to 5:00 p.m. E.T., 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 the **SAS Formula Program Unit** at **202-305-1271** or at Melissa.Schmisek@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 the **SAS Formula Program Unit** at **202-305-1271** or Melissa.Schmisek@usdoj.gov to request permission to submit the application.

OVW Policy on Late Submissions

In order to facilitate the timely processing of all applications, both discretionary and formula, applicants for OVW formula funding must also adhere to an application submission timeline. This ensures that OVW has sufficient time to review the application contents for compliance with applicable statutory and regulatory, as well as to process the appropriate award documents. While OVW may accept a late application submission request for formula funding, it is the responsibility of the applicant to notify OVW about an issue that may cause a delay in the submission of the application. Applicants should note that late submission of an application could result in a delay in their receiving its award.

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 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.

Intergovernmental Review

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.

Other Submission Requirements

As discussed in the "[Submission Dates and Times](#)" section above, applications must be submitted electronically through the Office of Justice Programs' [Grants Management System \(GMS\)](#) instead of [Grants.gov](#). In order to apply for a grant through [GMS](#), go to <https://grants.ojp.usdoj.gov/> and either sign in using the applicant's current [GMS](#) ID and password or register as a new user. Once the applicant has logged into [GMS](#), they should select the program that they intend to apply for and follow the instructions. Training materials are available on the main GMS homepage. Applicants that are unable to submit electronically must contact the OVW **SAS Formula Program** unit at 202-305-1271 no later than **May 6, 2016** to request permission to submit an application by alternative means.

The application process can move forward once the organization successfully registers with [GMS](#).

E. Application Review Information

Criteria

This is a formula grant program; therefore applications are not subject to a peer review. However, applicants must submit all information requested in the Application Requirement and Additional Requirements sections of this solicitation. If any required documentation is missing the applicant will be contacted and the documentation must be submitted, prior to an award

being issued. Failure to include required information at the time of submission may result in a delay in receiving an award.

Review and Selection Process

Each OVW grantee agrees to follow the financial and administrative requirements in the 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 may experience a delay in receiving its award or may have additional conditions placed on its award.

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 receive an award notification 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.

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.

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.

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.

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.

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 Financial Guide for more information on pre-award costs.

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 STOP Formula Grant Program 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."

Nonprofit Organization Requirement

Any entity that is eligible for a STOP Formula subgrant based on its status as a nonprofit organization must be an organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of that Code. See 42 U.S.C. § 13925(b)(16)(B). State and territorial agencies administering STOP Formula funds are responsible for ensuring that STOP subgrantees that are eligible as nonprofit organizations meet this requirement. In the STOP Formula program, this applies to grantees under the set aside to culturally specific community-based organizations, except for grantees that are tribal governmental organizations. In addition, victim service providers may need 501(c)(3) status, as described under "match" above, in order to qualify for match exemptions.

Federal Financial Guidelines

Federal grants are governed by the provisions of the OMB circulars applicable to financial assistance and the Financial Guide. The Financial Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document outlines the successful administration of grant funds.

Any recipient of an award will be responsible for monitoring subgrants/contracts, including MOU partner activities, under the grant in accordance with all applicable statutes, regulations, OMB circulars and guidelines, and the 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.

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

Reporting Requirements

SASP Formula Grant Program grantees are required to submit 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. Formula grantees are also responsible for submitting annual subgrantee progress. 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 the OVW SAS Formula Program Unit at (202) 305-1271 or Melissa.Schmisek@usdoj.gov.

For technical assistance with [GMS](#), contact OVW GMS Support at 1-866-655-4482.

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 Documents	
1. Summary Data Sheet	
2. Project Narrative	
3. Letters Demonstrating Meaningful Involvement	
4. Application for Federal Assistance: SF 424	
5. Standard Assurances and Certifications	
6. Confidentiality Notice Form	
7. Letter of Nonsupplanting	
8. Financial Accounting Practices	
9. Indirect Cost Rate Agreement (only if the applicant has a current Federally-approved rate)	
10. Rape Survivor Child Custody Act Legal Opinion (if applicable)	

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

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

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

[Applicant Name]							
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.]
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.]

APPENDIX B
Summary of Current and Recent OVW Discretionary Awards

SAMPLE

[Applicant Name]							
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.]
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.]