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# OVW Fiscal Year 2017 Research and Evaluation Solicitation

Release date: on or about January 6, 2017

## ***Eligibility***

Eligible applicants are limited to: states, units of local government, federally recognized Indian tribal governments, nonprofit organizations, and institutions of higher education. (See [Eligibility Information](#))

## ***Deadlines***

**Applications are due by 11:59 p.m. Eastern Time (E.T.) on March 1, 2017.**  
(See [Submission Dates and Times](#))

**Registration Information:** All applicants must obtain a Data Universal Number System (DUNS) number, and register online with the System for Award Management (SAM) and [Grants.gov](#). To ensure sufficient time to complete the registration processes, applicants must obtain a DUNS number, and register online with SAM and with Grants.gov, no later than February 8, 2017. (See [Registration](#))

**Letter of Registration:** Applicants are strongly encouraged to submit a letter of registration to [virginia.baran@usdoj.gov](mailto:virginia.baran@usdoj.gov) by February 8, 2017. This will ensure that applicants are well-positioned to submit an application by the deadline. Submitting a Letter of Registration will not obligate potential applicants to submit an application. Interested applicants who do not submit a Letter of Registration can still apply. (See [Letter of Registration](#))

## ***Contact Information***

For assistance with the requirements of this solicitation, call OVW at (202) 305-2093 or email [virginia.baran@usdoj.gov](mailto:virginia.baran@usdoj.gov).

## ***Submission and Notification Information***

**Submission:** Applications will be submitted through Grants.gov. For technical assistance, contact the [Grants.gov](#) Customer Support Line at 1-800-518-4726.

The [Grants.gov](#) number assigned to this announcement is: OVW-2017-11909.

**Notification:** OVW anticipates notifying all applicants of funding decisions by October 1, 2017.

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# OVW Research and Evaluation Initiative (CFDA 16.026)

## ***A. Initiative 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 Research and Evaluation Initiative**

The statutory provisions of VAWA addressing definitions and grant provisions—42 USC 13925(b)(7)(B)—authorize OVW to set aside up to three percent of available funds from OVW programs to conduct evaluations of promising practices or problems emerging in the field or related research, to inform OVW as to which programs or projects are likely to be effective or responsive to needs in the field.

The purpose of the Research and Evaluation (R&E) initiative is to research and evaluate approaches to combatting domestic violence, sexual assault, dating violence, and stalking. By generating more knowledge about strategies for serving victims and holding offenders accountable, communities that benefit from VAWA funding will be better equipped to align their work with practices that are known to be effective, and they will be more capable of generating empirical knowledge on the efficacy of new and promising ways of doing things. R&E is designed to support researcher-practitioner partnerships and a broad range of research and evaluation methods, including qualitative, mixed-method, and quasi-experimental designs. Because OVW has very limited funds to support research and evaluation, this initiative prioritizes topics for which a stronger evidence base would help OVW grantees use federal funds most effectively.

For a list of R&E awards made in 2016, see: <https://www.justice.gov/opa/pr/justice-department-announces-nine-studies-focused-approaches-life-saving-work-authorized>.

### **Scope and Priority Areas**

Activities supported by R&E are determined by statute, federal regulations, and OVW policies and priorities. If an applicant receives an award, the funded project is bound by the provisions of this solicitation, the [DOJ Financial Guide](#) (including updates to the guide after an award is made), requirements related to confidentiality and human subjects research, and the conditions of the recipient's award.

## Areas of Study

OVW is interested in funding research and evaluation to generate knowledge in the six areas of study listed below.

1. **Victims' needs.** How victimization and its aftermath affect people's lives, especially people who are marginalized (including but not limited to victims who are: people of color, immigrants, refugees, male, Deaf or hard of hearing, lesbian, gay, bisexual, or transgender (LGBT); people with disabilities; elderly; members of cultural, linguistic, and/or religious minority groups; incarcerated or formerly incarcerated; and/or living in poverty); and what they need to cope, heal, and achieve safety and justice
2. **Cultures, disparities, and access.** Ways that cultural differences and social inequalities matter in terms of where and to whom people go for help, and whether people are able to access justice and get services that are useful to them
3. **Justice.** Ways the justice system can effectively pursue and achieve justice in cases involving domestic/dating violence, sexual assault, and stalking; with justice broadly understood to include autonomy for victims, accountability for offenders, procedural fairness for all, and restorative justice
4. **Impact.** Short- and long-term impact of the justice system's response, victim services, and other VAWA-funded interventions on victim safety and offender accountability
5. **Indicators of success.** What success looks like and how to measure it—for victims pursuing safety and justice, for offenders being held accountable for their violence, and for people who work with victims and offenders
6. **Reducing recidivism.** How to prevent violence from recurring.

These examples are provided merely to illustrate the ways research could build knowledge in the six areas of study; they are not instructive in terms of the research and evaluation OVW intends to support.

## FY 2017 Priority Topics for Research and Evaluation

In FY 2017, OVW is interested in supporting research and evaluation on the topics identified below.

- Impact of VAWA-funded interventions<sup>1</sup> on victims who are: people of color, immigrants, refugees, male, Deaf or hard of hearing, lesbian, gay, bisexual, or transgender (LGBT); people with disabilities; elderly; members of cultural, linguistic, and/or religious minority groups; incarcerated or formerly incarcerated; and/or living in poverty.
- Research on the intersection of firearms and domestic violence including the examination of: a) enforcement of firearm surrender and seizure laws related to domestic violence and its relationship to domestic violence injury and homicide; b) enforcement of domestic violence protection orders requiring surrender of firearms; c) relationship between issuance of protective, restraining, custody, and/or visitation orders and firearm purchases; and d) return of weapons surrendered under a domestic violence

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<sup>1</sup> "VAWA-funded intervention" refers to any activity funded through [OVW grant programs](#) to address domestic/dating violence, sexual assault, or stalking. OVW is especially interested in studying the effectiveness of interventions that cut across multiple OVW grant programs. For information on different interventions funded by OVW programs, see the *2014 Biennial Report to Congress on the Effectiveness of VAWA Programs* at: <http://www.justice.gov/ovw/file/450866/download>.

protection order and its relationship to subsequent domestic violence injury and homicide.

- Culturally-specific victim services, such as descriptive research on what these services include and what distinguishes them from mainstream services, as well as research on the impact of specific interventions. This could include baseline data on practices that have not been studied at all, and further evaluation of interventions that have been evaluated (e.g., the promotora model).
- Descriptive research on the reasons some sexual assault victims choose not to report to law enforcement—or choose anonymous or other alternative reporting options—when seeking a medical forensic exam, and factors influencing a later decision to report and/or engage with the criminal justice system after obtaining a medical forensic exam.
- Effectiveness of trauma-informed law enforcement victim interviewing practices.
- Strategies for implementing Department of Justice authoritative guidance (e.g., the *National Protocol for Sexual Assault Medical Forensic Examinations – Adult/Adolescent*, and *Identifying and Preventing Gender Bias in Law Enforcement Response to Sexual Assault and Domestic Violence*), and effectiveness of those strategies.
- Impact of OVW-funded training on practice, including the effectiveness of specific delivery methods and curricula.
- Secondary analyses of existing data sets, for the purposes of identifying trends or studying variables not examined in the original analysis, such as gender or race.
- Process and/or impact evaluation of a coordinated community response model that has not been studied much or at all.
- A multi-site, case control study of risk factors for domestic violence homicide, using a similar design and analytic approach as was used in the 11-city study conducted by Campbell, et. al. (<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC1447915/pdf/0931089.pdf>), with a sampling frame that is expected to allow for detection of differences in risk factors based on socioeconomic status, community type (e.g., rural, urban, suburban), and race/ethnicity. An applicant proposing to address this topic may request up to \$2,000,000 in funding, and may exceed the 36-month project period.

Not appearing on the list are some research topics that might be critical to addressing domestic and sexual violence, but for which other federal agencies have resources to support (e.g., classroom-based violence prevention programs), and/or which are not closely linked to the activities many OVW grantees are funded to do. OVW has very limited funds to support research and evaluation, and must focus those dollars on topics for which a stronger evidence base would help OVW grantees use federal funds most effectively.

## **Requirements**

This section describes the requirements of R&E, including methodological principles to which grantees must adhere, requirements for evaluation research, regulations regarding confidentiality and human subjects protection, and expected products.

## Methodological Principles

Any project funded under this solicitation must adhere to the methodological principles listed below.

OVW encourages and will only support research methods that:

- Are well-matched to the purpose of the research and build on existing evidence
- Uphold victim safety as the paramount objective, with the understanding that scientific progress is always subordinate to that objective
- Are likely to yield findings that have practical utility for victim services providers and the justice system
- Are developed collaboratively between researchers and practitioners<sup>2</sup>
- Place as minimal a burden as possible on crime victims, offenders, and systems
- Operate from a cogent theoretical framework
- Have been approved by an Institutional Review Board (IRB) if they involve human subjects research

OVW will neither encourage nor support research that:

- Prioritizes scientific rigor over practical value or ethics, ethics being broadly defined and not limited to published standards
- Is minimally useful to practitioners
- Offers minimal cost benefit
- Lacks a clear theoretical foundation
- Is designed to generate descriptive findings that emphasize vulnerabilities and neglect strengths of specific populations. (For instance, a study that examines risk-taking behavior among members of a certain population, without testing any strategies for serving the target population, is not of value to OVW.)

## Evaluation Research

Evaluations that include measurements of program fidelity and implementation as part of a thorough process assessment are preferred. Measurements of program fidelity should be included as part of an assessment of program processes and operations to ensure that interventions are implemented as designed. As one aspect of a comprehensive evaluation, assessments of program processes should include objective measurements and qualitative observations of programs as they are implemented in practice and services delivered. These may include assessment of such aspects as adherence to program content and protocol, quantity and duration, quality of delivery, and participant responsiveness.

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<sup>2</sup> Researcher-practitioner partnerships should be a learning experience for both researchers and practitioners, with researchers and practitioners holding equal status on the project and both standing to benefit comparably from the work.

### Confidentiality and Human Subjects Protection

Any recipient of an award under this solicitation will be required to comply with Department of Justice regulations on confidentiality and human subjects' protection. See *Evidence, Research, and Evaluation Guidance and Requirements*, at: <http://ojp.gov/funding/Explore/SolicitationRequirements/EvidenceResearchEvaluationRequirements.htm>.

### Expected Products

OVW expects products to result from each award under this solicitation, taking the form of all of the following:

- One or more scholarly products, meaning published, peer-reviewed, scientific journal articles, and/or (if appropriate) law review journal articles, book chapter(s) or book(s) in the academic press, technological prototypes, patented inventions, or similar scientific products;
- One or more products written in layperson's terms and intended for practitioners and/or the general public; and
- One or more interactive presentations made via webinar or conferences.

### 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:

- Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;<sup>3</sup>
- Study designs, interventions, recruitment and assignment methods, privacy and confidentiality procedures, and data management and reporting strategies that do not fully account for the safety needs of participants; and
- Failure to account—in the project design and budget—for the access needs of participants with disabilities and participants who have limited English proficiency or are Deaf or hard of hearing. (See [Accessibility](#))

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

### Out-of-scope Activities

OVW has determined the activities listed below to be out-of-scope and will not be supported by R&E. Applications that propose out-of-scope activities may receive a deduction in points during

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<sup>3</sup> If an award is made, the recipient will also be subject to statutory prohibitions on discrimination. For further information on these civil rights requirements, see the section "Violence Against Women Act Non-Discrimination Provision" under "F. Federal Award Administration Information."



the review process. Applications that are determined to be substantially outside the scope of the initiative will not be considered for funding.

- Proposals to conduct needs assessment activities exclusively for the purpose of program improvement. (Use the research decision tree, at <http://ojp.gov/funding/Apply/Resources/ResearchDecisionTree.pdf>, to determine that the proposed project qualifies as research.)
- Proposals primarily to purchase equipment, materials, or supplies. (A budget may include these items if they are necessary to conduct research, development, demonstration, evaluation, or analysis.)
- Proposals which are not responsive to this specific solicitation.
- Programs or services unrelated to the scope of the research project or existing programs or services being evaluated.
- Training in support of programs or direct services unrelated to or, unassociated with, the proposed research project.

#### Unallowable Activities

The following is a list of activities that are unallowable and cannot be supported. Applications that propose unallowable activities may receive a deduction in points during the review process. Applications that include substantial unallowable activities will not be considered for 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***

### **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. Approximately \$3 million is available in FY 2017 for awards made under this solicitation. Also, please note that OVW may elect to make awards for applications submitted under this solicitation in future fiscal years.

### **Award Periods and Amounts**

OVW estimates that it will make up to 15 awards, ranging in amount from \$100,000 to \$400,000. OVW expects that about half of awards made through R&E in FY 2017 will be for projects in the \$100,000 to \$200,000 range. Award periods can range from a minimum of 12 months to a maximum of 36 months.

Applicants proposing topics under the last priority topic on page 3—a multi-site, case control study of risk factors for domestic violence homicide—may request up to \$2 million and may propose a project period longer than 36 months.

To allow time for post-award review, modification, and budget clearance by OVW, applicants should propose an award start date of November 1, 2017.

Applicants should carefully consider the resources needed to implement the proposed project and present a realistic budget that accurately reflects project costs. OVW has the discretion to award grants for greater or lesser amounts and longer or shorter durations than requested, and to negotiate the scope of work and budget with applicants before awarding a grant.

Awards will be made as grants.

## ***C. Eligibility Information***

### **Eligible Applicants**

It is 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:

- States (including territories);
- Units of local government;
- Federally recognized Indian tribal governments;
- Nonprofit organizations; and
- Institutions of higher education.

Foreign governments, foreign organizations, and foreign institutions of higher education are not eligible to apply.

OVW welcomes applications that involve two or more entities, however, one eligible entity must be the applicant and the other(s) must be proposed as the subrecipient(s). The applicant must be the entity with primary responsibility for conducting and leading the research. If successful, the applicant will be responsible for monitoring and appropriately managing any subrecipients or, as applicable, for administering any procurement subcontracts that would receive federal program funds from the applicant under the award.

### **Nonprofit Organization Requirement – Offshore Accounts**

Any nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code is not eligible for a grant.

### **Cost Sharing or Match Requirement**

This program has no match or cost sharing requirement.

## **Number of Application Submissions**

An eligible applicant may submit more than one application, as long as each application proposes a different project in response to the solicitation. (If an applicant submits multiple versions of the same application, OVW will review only the most recent system-validated version submitted.) Subrecipients may be part of multiple proposals.

Applicants should be aware that applications submitted under this solicitation and those submitted to the National Institute of Justice (NIJ) through its FY 2017 solicitation on research on violence against women will most likely be reviewed through the same peer review mechanism. OVW's and NIJ's research foci and application requirements are not identical, and applicants are cautioned against submitting duplicate applications proposing the same study to both OVW and NIJ in FY 2017. If it is determined that a proposal submitted under this solicitation is identical to a proposal submitted by the same applicant under NIJ's solicitation, only one version of the proposal will be reviewed.

## ***D. Application and Submission Information***

### **Address to Request Application Package**

The complete application package is available on [Grants.gov](http://www.justice.gov/grants) or at the OVW website at <http://www.justice.gov/ovw>. Applicants that want a paper copy of the application materials should contact [virginia.baran@usdoj.gov](mailto:virginia.baran@usdoj.gov) by February 8, 2017.

### **Content and Form of Application Submission**

The information below ([Letter of Registration](#) through [Additional Required Information](#)) describes the full content and format of application submission.

### **Letter of Registration**

Applicants intending to apply under this solicitation are strongly encouraged to submit a letter of registration. The letter should state that the applying organization is registered and current with SAM and with [Grants.gov](http://www.justice.gov/grants). The letter should be submitted to OVW at [virginia.baran@usdoj.gov](mailto:virginia.baran@usdoj.gov) by February 8, 2017. This will ensure that the applicant is well-positioned to successfully submit a proposal by the application deadline. This letter will not obligate the applicant to submit an application. See [Appendix B](#) for a sample Letter of Registration.

### **Application Contents**

This section describes what is included in a complete application package. Applicants should anticipate that failure to submit an application that contains all of the specified elements will negatively affect the review of the application and may result in the application not being considered for funding. Should a decision be made to make an award, 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.

Applicants should not submit documents that were not specifically asked for in the solicitation. Providing information that was not requested will not increase the likelihood that an application will be selected for funding. All materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.

## Formatting and Technical Requirements

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

- Double-spaced text (abstract, appended documents, and charts may be single-spaced)
- 8½ x 11 inch pages
- One-inch margins
- Type no smaller than 12-point, Times New Roman font
- Correctly numbered pages
- No more than 30 pages for the Project Narrative (excludes the title page and table of contents and figures)
- Word documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt)
- Headings and subheadings that correspond to the sections identified in this section of the solicitation

## Application Requirements

Applications must be responsive to the scope and criteria of this solicitation, and must include the following required documents.<sup>4</sup> Applications that do not include items 1 through 4 below could be considered substantially incomplete and might not be considered for funding:

1. Project Abstract
2. Project Narrative
3. Budget Detail Worksheet and Narrative
4. Appendices (While an application missing any of the required appendices will not automatically be removed from consideration, OVW has the discretion to deem an application unresponsive if it is missing significant required items.)

### Project Abstract

Project abstracts should follow the detailed template (including the detailed instructions as to content) available at [www.nij.gov/funding/documents/nij-project-abstract-template.pdf](http://www.nij.gov/funding/documents/nij-project-abstract-template.pdf).

The project abstract is an important part of the application, and serves as an introduction to the proposed project. OVW uses the project abstract for a number of purposes, including assignment of the application to an appropriate review panel. If the application is funded, the project abstract typically will become public information and be used to describe the project.

Applications should include a high-quality project abstract that summarizes the proposed project in 250-400 words. Project abstracts should be:

- Written for a general public audience;
- Submitted as a separate attachment with “Project Abstract” as part of its file name; and

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<sup>4</sup> Note: Some of the forms that OVW requires R&E applicants to submit are standard forms used by the Office of Justice Programs (OJP) and the National Institute of Justice (NIJ). Links are provided as appropriate.

- Single-spaced, using a standard 12-point font (Times New Roman) with one-inch margins.

The project abstract will **not** count against the page limit for the project narrative.

### Project Narrative

The project narrative section of the application should not exceed 30 double-spaced pages in 12-point font with one-inch margins. The Project Narrative should have a title page (including project title, submission date, and name and contact information for the applicant's authorizing official and principal investigator), as well as a table of contents and figures. If included in the main body of the Project Narrative rather than the appendices, the tables, charts, figures, and other illustrations count toward the 30-page limit for the narrative section. The title page, table of contents and figures, project abstract, appendices, and government forms do **not** count toward the 30-page limit.

Following the title page and table of contents and figures, the project narrative should include the following five sections:

**1. Statement of the problem**, weighted at **10%**, should include:

- The [FY 2017 Priority Topic\(s\)](#) the proposed project will address (see page 2);
- Purpose, goals, and objectives for the proposed project;
- A review of relevant literature; and
- Statement as to how the study is expected to contribute to the one or more of the six [Areas of Study](#) listed on page 2.

**2. Project design and implementation**, weighted at **50%**, should include:

- An explanation of the theoretical foundation on which the proposed study is based;
- A description of a sound research design and appropriate analytic methods, including research questions, hypotheses, description of sample,<sup>5</sup> and analysis plan, all of which should align with the [Methodological Principles](#) on page 4; and
- A discussion of potential pitfalls of the proposed project design and how the applicant will minimize and/or mitigate them.

**3. Potential impact**, weighted at **15%**, should include:

- Implications for practice and policy in victim services and the justice system response to domestic/dating violence, sexual assault, and/or stalking.

**4. Capabilities and competencies**, weighted at **20%**, should include:

- Description of the applicant's qualifications and the qualifications of key staff and partners; and

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<sup>5</sup> If the applicant is proposing an experimental or quasi-experimental design, a power analysis should be included.

- An approach and a management plan that reflect a strong researcher-practitioner partnership.<sup>6</sup>

**5. Dissemination plan**, weighted at **5%**, should include:

- A brief description of a plan to produce at least one scholarly product (see page 5 for [Expected Products](#)) and make findings available to broader audiences, including practitioners, through written material and interactive formats, such as conferences or webinars.

Accessibility is a priority for all OVW grant programs. Recipients of OVW funds must comply with applicable federal civil rights laws, which among other things prohibit recipients from discriminating on the basis of national origin and disability. This includes taking reasonable steps to ensure meaningful access to grantees' programs and activities for individuals with disabilities, Deaf individuals, and persons with limited English proficiency. To meet this priority, applications must include activities designed to ensure accessibility and costs to support those activities. More information on meeting these obligations, including links to helpful guidance and resources, is available in the [Solicitation Companion Guide](#).

Appendices

The following appendices are not counted against the page limit for the Project Narrative.

1. **Bibliography/references.**
2. **Any tools/instruments, questionnaires, tables/charts/graphs, or maps** pertaining to the proposed project that are supplemental to such items included in the main body of the narrative.
3. **Curriculum vitae** or resumes of the principal investigator and any and all co-principal investigators and key project partners.
4. **Proposed Project Staff, Affiliation, and Roles Form**, for the purposes of avoiding any conflicts of interest during the peer review process. Provide a list (to the extent known) of all proposed project staff members, including those affiliated with the applicant organization or any proposed subrecipient organization(s), any proposed consultant(s) and contractors (whether individuals or organizations), and any proposed members of an advisory board for the project (if applicable). The list should include, for each individual and organization: name, title (if applicable), employer or other organizational affiliation, and roles and responsibilities proposed for the project. Applicants should use the "Proposed Project Staff, Affiliation, and Roles" form available at [www.nij.gov/funding/documents/nij-project-staff-template.xlsx](http://www.nij.gov/funding/documents/nij-project-staff-template.xlsx) to provide this listing.
5. **Proposed project timeline and expected milestones.**
6. **Human Subjects Protection paperwork** (documentation and forms related to Institutional Review Board (IRB) review). (See

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<sup>6</sup> As previously stated, researcher-practitioner partnerships should be a learning experience for both researchers and practitioners, with researchers and practitioners holding equal status on the project and both standing to benefit comparably from the work.

[nij.gov/funding/humansubjects/Pages/welcome.aspx](http://nij.gov/funding/humansubjects/Pages/welcome.aspx)) Note: Final IRB approval is not required at the time an application is submitted.

7. **Privacy Certificate** (for further guidance and a model privacy certificate, see: [nij.gov/funding/humansubjects/pages/confidentiality.aspx](http://nij.gov/funding/humansubjects/pages/confidentiality.aspx)).
8. **Letters of commitment** from organizations or agencies collaborating on the project, such as victim services organizations, law enforcement agencies, prosecutors' offices, etc.
9. **Data archiving plan.** Applicants should anticipate that OVW will require (through special award conditions, including a partial withholding of award funds) that data sets, resulting in whole or in part from projects funded under this solicitation, be submitted for archiving with the National Archive of Criminal Justice Data (NACJD) (see [www.nij.gov/funding/data-resources-program/applying/Pages/data-archiving-strategies.aspx](http://www.nij.gov/funding/data-resources-program/applying/Pages/data-archiving-strategies.aspx)). Applications should include as an appendix a brief plan – labeled “Data Archiving Plan” – to comply with data archiving requirements. The plan should provide brief details about proposed data management and archiving, including submission to OVW (through NACJD) of **all files and documentation** necessary to allow for future efforts by others to reproduce the project’s findings and/or to extend the scientific value of the data set through secondary analysis. Pertinent files and documentation include, among other things, qualitative and quantitative data produced, instrumentation and data collection forms, codebook(s), any specialized programming code necessary to reproduce all constructed measures and the original data analysis, description of necessary de-identification procedures, and (when required) a copy of the privacy certificate and informed consent protocols.

The plan should be one or two pages in length and include the level of effort associated with meeting archiving requirements. Note that required data sets are to be submitted 90 days before the end of the project period.

10. **Applicant disclosure of pending applications.**<sup>7</sup> Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation **and** will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to state agencies that will subaward federal funds).

OVW seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months: the federal or state funding agency, the solicitation name/project name, and the point of contact information at the applicable funding agency.

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<sup>7</sup> The applicant is not the principal investigator; rather, the applicant is usually the institution or organization at which the principal investigator is employed.

Applicants should include this information as a separate attachment, in a table format, with the file name "Disclosure of Pending Applications," to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., "[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.").

**11. Documentation of Research and Evaluation Independence and Integrity.** In order to receive funds, the applicant must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity, both in this proposal and as it may relate to the applicant's other current or prior related projects. This documentation may be included as an attachment to the application which addresses BOTH i. and ii. below.

i. For purposes of this solicitation, applicants must document research and evaluation independence and integrity by including, at a minimum, one of the following two items:

a. A specific assurance that the applicant has reviewed its proposal to identify any research integrity issues (including all principal investigators and sub-recipients) and it has concluded that the design, conduct, or reporting of research and evaluation funded by OVW grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of part of its staff, consultants, and/or sub-recipients responsible for the research and evaluation or on the part of the applicant organization;

OR

b. A specific listing of actual or perceived conflicts of interest that the applicant has identified in relation to this proposal. These conflicts could be either personal (related to specific staff, consultants, and/or sub-recipients) or organizational (related to the applicant or any subgrantee organization). Examples of potential investigator (or other personal) conflict situations may include, but are not limited to, those in which an investigator would be in a position to evaluate a spouse's work product (actual conflict), or an investigator would be in a position to evaluate the work of a former or current colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that specific project or a location implementing the project (whether funded by OVW or other sources), as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability of an evaluation or research product is a problem and must be disclosed.



- ii. In addition, for purposes of this solicitation applicants must address the issue of possible mitigation of research integrity concerns by including, at a minimum, one of the following two items:
- a. If an applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. Applicants **MUST** also include an explanation of the specific processes and procedures that the applicant will put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or sub-recipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest.

OR

- b. If the applicant has identified specific personal or organizational conflicts of interest in its proposal during this review, the applicant must propose a specific and robust mitigation plan to address conflicts noted above. At a minimum, the plan must include specific processes and procedures that the applicant will put in place to eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or sub-recipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan will be accepted as proposed.

Considerations in assessing research and evaluation independence and integrity will include, but are not be limited to, the adequacy of the applicant's efforts to identify factors that could affect the objectivity or integrity of the proposed staff and/or the organization in carrying out the research, development, or evaluation activity; and the adequacy of the applicant's existing or proposed remedies to control any such factors.

12. **Summary of Current and Recent OVW Projects, and Pending Applications for OVW Funding (if applicable).** If the applicant has another application pending with OVW as of the closing date of this solicitation, or is a direct recipient (not a subrecipient) of a current grant or cooperative agreement under any OVW program, or of an award that has been closed within the last 12 months from the date this solicitation closes, information about those awards and pending applications must be provided in a table using the format found in [Appendix D](#). The table must:

- Identify all grants by OVW program, award number and project period (if current or recent).
- Specify the total funding amount for each current grant (initial and supplemental amounts, if applicable).
- Specify the total funds remaining in each current grant as of the date of application.

- State whether an extension will be needed to complete a current project.
- Briefly explain the nexus, if any, between any current or pending OVW project and the proposed research project.

Note that R&E applications are reviewed separately from applications to any other OVW grant program. Any nexus between the proposed research project and a pending application with another OVW grant program may factor into OVW's funding decisions. Applicants should consider that project feasibility is a criterion considered by peer reviewers in assessing the Project Narrative.

#### Budget Detail Worksheet and Narrative

All applications must include a detailed budget and budget narrative. 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 guidelines contained in the [DOJ Financial Guide](#).

#### Award Period and Amount

OVW estimates that it will make up to 15 awards, ranging in amount from \$100,000 to \$400,000. OVW expects that about half of the awards made through R&E in FY 2017 will be for projects in the \$100,000 to \$200,000 range. Award periods can range from a minimum of 12 months to a maximum of 36 months.

Applicants proposing topics under the last priority topic on page 3—a multi-site, case control study of risk factors for domestic violence homicide—may request up to \$2 million and may propose a project period longer than 36 months.

OVW has the discretion to award grants for greater or lesser amounts than requested, and for longer or shorter durations than requested.

To allow time for post-award review, modification, and budget clearance by OVW, applicants should propose an award start date of November 1, 2017.

#### 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 important that the budget narrative be comprehensive and describe in a narrative format each line item requested in the budget. For additional guidance please go to the [Funding Restrictions](#) section of the solicitation.

### Funds for Travel

If the applicant anticipates presenting on the proposed project at conferences, the budget should allot funds to support associated travel costs. Travel funds to support conference presentations and participation can be allotted for researchers and practitioners involved in the project.

An employee's travel costs should be included in the "Travel" category, while travel costs for the project partner(s) must be included in the "Consultants/Contracts" category. Label both costs as "conference presentation and/or participation". Include an estimated breakdown of the costs, including the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc.

### **Additional Required Information**

The following documents will not be scored during the review process but they should be included with your application. Failure to include any of the information may result in your application being removed from consideration from funding.

### Disclosure of Process Related to Executive Compensation

An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees.

Under certain circumstances, a nonprofit organization that provides unreasonably high compensation to certain persons may subject both the organization's managers and those who receive the compensation to additional federal taxes. A rebuttable presumption of the reasonableness of a nonprofit organization's compensation arrangements, however, may be available if the nonprofit organization satisfied certain rules set out in Internal Revenue Service regulations with regard to its compensation decisions.

Each applicant nonprofit organization must state at the time of its application (see [Financial Accounting Practices](#)) 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.

A nonprofit organization that states in its Financial Accounting Practices that it uses the safe-harbor procedure must then disclose, in an attachment to its application (to be titled *Disclosure of Process related to Executive Compensation*), the process used by the applicant nonprofit organization to determine the compensation of its officers, directors, trustees, and key employees (together, "covered persons").

At a minimum, the disclosure must describe in pertinent detail: (1) the composition of the body that reviews and approves compensation arrangements for covered persons; (2) the methods and practices used by the applicant nonprofit organization to ensure that no individual with a conflict of interest participates as a member of the body that reviews and approves a compensation arrangement for a covered person; (3) the appropriate data as to comparability of compensation that is obtained in advance and relied upon by the body that reviews and approves compensation arrangements for covered persons; and (4) the written or electronic records that the applicant organization maintains as concurrent documentation of the decisions with respect to compensation of covered persons made by the body that reviews and approves such compensation arrangements, including records of deliberations and of the basis for decisions.

For purposes of the required disclosure, the following terms and phrases have the meanings set out by the Internal Revenue Service for use in connection with 26 C.F.R. 53.4958-6: officers, directors, trustees, key employees, compensation, conflict of interest, appropriate data as to comparability, adequate documentation, and concurrent documentation.

Applicant nonprofit organizations should note that following receipt of an appropriate request, OVW may be authorized or required by law to make information submitted to satisfy this requirement available for public inspection. Also, a recipient may be required to make a prompt supplemental disclosure after the award in certain circumstances (e.g., changes in the way the organization determines 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. Applicants must submit the acknowledgement form available on the OVW website at [http://www.justice.gov/sites/default/files/ovw/pages/attachments/2015/01/20/confidentiality\\_acknowledgement\\_form\\_42015.pdf](http://www.justice.gov/sites/default/files/ovw/pages/attachments/2015/01/20/confidentiality_acknowledgement_form_42015.pdf). This form must be signed by the authorized representative and uploaded with 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 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. Applicants will receive a request to compile these forms online during the application submission 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 [Authorized Representative](#), certifying that federal funds will not be used to supplant state or local funds should a grant award be made. Please refer to [http://www.justice.gov/sites/default/files/ovw/legacy/2012/10/09/nonsup\\_letter.pdf](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. Please be sure to provide complete responses that address all questions included for each numbered item. 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 four 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, including tracking budgeted versus actual amounts.
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 ensure that federal funds are used solely for authorized purposes? Please provide a brief description of the applicant organization's internal controls that will provide reasonable assurance that the award funds will be managed properly.
6. Does the applicant have a documented records retention policy? If so, briefly describe the policy.
7. Does the applicant organization or any of its employees have any potential personal or organizational conflicts of interest related to the possible receipt of OVW award funds? Organizations are required to disclose in writing any potential conflicts of interest to their awarding agency. See 2 CFR 200.112 of the Uniform Guidance and Chapter 3.20, Grant Fraud, Waste and Abuse, of the DOJ Financial Guide for additional information.
8. 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](mailto:OVW.GFMD@usdoj.gov) or 1-888-514-8556 immediately after the organization is notified of its award to coordinate training.
9. Will the organization applying serve as a "pass through entity" (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 letters of commitment submitted as part of the application.

10. Has the applicant expended \$750,000 or more in federal funds in the applicant's past fiscal year? Please also specify the end date of the applicant's fiscal year.
11. Is the applicant 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?
12. Is the applicant 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.

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.

#### Applicant 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 an Applicant Financial Capability Questionnaire, and submit it as a separate attachment with their application. 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 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.

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

#### Unique Entity Identifier (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, Duns & Bradstreet (D&B). Once an applicant has completed the D&B registration, its DUNS Number should be available within two business days.

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](http://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/> 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](http://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.**

Registration	Where to Register	Deadline
DUNS	<a href="http://www.dnb.com/us/">DUNS</a>	February 8, 2017
SAM	<a href="https://www.sam.gov/">SAM</a>	February 8, 2017
Grants.gov	<a href="http://Grants.gov">Grants.gov</a>	February 8, 2017

**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 number, register online with the SAM and with Grants.gov immediately, and no later than February 8, 2017.

### Submission Dates and Times

It is important that applicants read this section carefully. It is the responsibility of the applicant to ensure that the application is complete and submitted by the deadline. 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.

Applicants should refer to the chart below to ensure that all required steps and deadlines are met.

**Applicants are strongly encouraged to begin the application submission process at least 48 hours—and no less than 24 hours—before the deadline, which is 11:59 E.T. on March 1, 2017.**

Application Action		
Solicitation	<a href="#">Grants.gov</a> and <a href="#">OVW Website</a>	Once the solicitation is released (January 6, 2017 – March 1, 2017).
Request Permission to Submit a Hardcopy Application Due to Lack of Internet Access	For applicants who cannot submit an application electronically, please contact (202) 305-2093, or <a href="mailto:virginia.baran@usdoj.gov">virginia.baran@usdoj.gov</a> .	February 8, 2017
Confirmation of Application	<p><a href="#">Grants.gov</a>:</p> <ol style="list-style-type: none"> <li>The <a href="#">Authorized Organization Representative</a> should closely monitor their email for any notification from <a href="#">Grants.gov</a> about a possible failed submission.</li> <li>The <a href="#">Authorized Organization Representative</a> will receive a minimum of two emails from <a href="#">Grants.gov</a>. One will confirm receipt of the application package. The other will either notify the <a href="#">Authorized Organization Representative</a> that the application was successfully submitted, or it will notify the <a href="#">Authorized Organization Representative</a> that there was an error with the application submission.</li> </ol> <p>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.</p>	<p>March 1, 2017</p> <p><b>*Applicants must begin the application submission process at least 48 hours—and no less than 24 hours—before the deadline.</b></p>

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, 2017**. Applications submitted after **11:59 p.m. E.T. on March 1, 2017** will not be considered for funding. Applicants experiencing difficulties submitting an application should refer to [Experiencing Technical Difficulties during Submission](#) below.

#### OVW Policy on Duplicate Applications

An applicant should submit one application for the same project per program. If an applicant submits multiple versions of an application, OVW will review the most recent version submitted.

#### 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. Applicants should refer to the chart below for the various scenarios. Applicants should thoroughly familiarize themselves with the requirements as outlined by OVW in the chart below. An applicant's request to submit an application after the deadline will be considered by OVW if all of the steps below are followed. Only in rare circumstances are



extensions granted. For applicants that receive permission to submit an application after the deadline, those applications will be reviewed to ensure that the application meets the basic minimum eligibility requirements (BMR) and will be subject to the review process as outlined in this solicitation.

Step		
Experiencing Technical Difficulties Prior to or During Application Submission	<p>Prior to the application deadline, the applicant must contact the Grants.gov Customer Support Hotline at 1-800-518-4726, or <a href="mailto:support@grants.gov">support@grants.gov</a>.</p> <p>Contact <a href="mailto:virginia.baran@usdoj.gov">virginia.baran@usdoj.gov</a> prior to the application deadline, stating that the applicant is experiencing unforeseeable technical issues. Provide a phone number and email address where the applicant can be reached.</p> <p>If the applicant does not have access to email at this time, the applicant can call (202) 305-2093 to report having technical difficulties.</p>	Prior to the application deadline, March 1, 2017.
Request Permission to Submit a Late Application	<p>Within 24 hours after the application deadline, the applicant must email <a href="mailto:virginia.baran@usdoj.gov">virginia.baran@usdoj.gov</a> again, requesting permission to submit a late application. The request must include:</p> <ul style="list-style-type: none"> <li>• The complete grant application package,</li> <li>• The applicant's DUNS number, and</li> <li>• The Grants.gov Help Desk tracking number(s).</li> </ul> <p>Any request not containing each of these items will not be considered for late submission.</p>	Within 24 hours after the deadline, meaning within 24 hours after 11:59 p.m. E.T. on March 1, 2017.
OVW Review and Late Application Submission Decision	<p>OVW will review and attempt to verify all information submitted related to the technical difficulties experienced by the applicant. Failure to begin the application process well in advance of the deadline is not a reason to accept a late application. If OVW is not able to verify the information submitted as part of a late application request, and/or is not able to verify that technical issues were unforeseeable, the request will be denied.</p> <p>OVW will contact the applicant to either approve or deny the request to submit a late application.</p>	A decision whether to accept a late application will be made within six weeks from the application deadline.
Extraordinary Natural or Manmade Disasters	<p>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 after the application deadline by contacting <a href="mailto:virginia.baran@usdoj.gov">virginia.baran@usdoj.gov</a> or (202) 305-2093. 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.</p>	Within seven days after the deadline.

Failure to begin the registration or application submission process in sufficient time is not an acceptable reason for a late application submission. Applicants should register with SAM and Grants.gov by February 8, 2017. To ensure a successful application submission, OVW strongly encourages applicants to submit their applications at least 48 hours—and no less than 24 hours—before the deadline.

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 is required.

### **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](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.

Any recipient of an award will be responsible for monitoring subgrants/contracts under the grant in accordance with all applicable statutes, regulations, guidelines, and the [DOJ Financial Guide](#).

### **Pre-Agreement Cost Approval**

OVW generally does not allow pre-award costs. 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.

### **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 follow the instructions in the [OVW Policy on Late Submission](#) section above.

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

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

Characters			
Upper case (A – Z)	Parenthess ( )	Curly braces { }	Square brackets [ ]
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Numbers (0-9)	Comma ( , )	Semicolon ( ; )	Apostrophe ( ‘ )
Underscore ( _ )	At sign ( @ )	Number sign ( # )	Dollar sign ( \$ )
Hyphen ( - )	Percent sign ( % )	Plus sign ( + )	Equal sign ( = )
Space	When using the ampersand (&) in XML, applicants must use the “&amp;” format.		
Period ( . )			

**OVW suggests using simple titles for all documents, such as “FY 2017 OVW Project Narrative.” Please visit [Grants.gov](http://Grants.gov) 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](http://Grants.gov). The E-Biz POC oversees the organization's [Grants.gov](http://Grants.gov) transactions and assigns the [AOR](#). The [AOR](#) submits the application to [Grants.gov](http://Grants.gov) and must register with [Grants.gov](http://Grants.gov) as well. In some cases the E-Biz POC is also the [AOR](#) for an organization.

*Step 1:* Go to [Grants.gov](http://Grants.gov). Scroll over the “APPLICANTS” drop down and click the “Organization Registration Link”.

*Step 2:* Register with [SAM](#)

*Step 3:* [Username & Password](#)

*Step 4:* [AOR Authorization](#)

*Step 5:* [TRACK AOR STATUS](#)

The application process can move forward once the organization successfully registers with [Grants.gov](http://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 package. To verify if the Adobe software version is compatible with [Grants.gov](http://Grants.gov), visit the following link: <http://www.grants.gov/web/grants/applicants/adobe-software-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](http://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**

[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](#). 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](#).

To ensure a successful application submission, OVW strongly encourages applicants to start their applications at least 48 hours—and no less than 24 hours—before the deadline.

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, except federal holidays.

## ***E. Application Review Information***

### **Criteria**

Applications will be subject to a peer review and a programmatic review. They will be scored based on the degree to which the Project Narrative responds to each subsection and addresses each element in the subsection. Furthermore, applications will be scored based on the quality of the response and the level of detail provided. Each element **must** be addressed in the subsection in which it is requested. Points may be deducted if the applicant does not include the information in the appropriate subsection even if it is included elsewhere within the application. Specifically, for R&E, scoring for the Project Narrative will be as follows:

#### *Statement of the problem – 10%*

- Stated which [FY 2017 Priority Topic\(s\)](#) the proposed project will address
- Demonstrated understanding of the problem
- Demonstrated awareness of the state of current research
- Explained the [Area\(s\) of Study](#) to which the proposed project is expected to contribute knowledge

#### *Project design and implementation – 50%*

- Soundness of methods and analytic and technical approach to addressing the stated aim(s) of the proposed project, including alignment with the [Methodological Principles](#) identified on page 4
- Feasibility of proposed project
- Awareness of potential pitfalls of proposed project design and feasibility of proposed actions to minimize and/or mitigate them
- Cogency of the theoretical basis for the proposed project

#### *Potential impact – 15%*

- Potential to yield valuable knowledge related to practice and policy in victim services, the justice system response to domestic/dating violence, sexual assault, and/or stalking, such as—
  - Potential for significantly improved understanding of the stated problem
  - Potential for an innovative solution to address the stated problem

#### *Capabilities/competencies – 20%*

- Qualifications and experience of proposed organizations (including partner organizations) and project staff, including any individual that will be significantly involved in the project
- Reflects a strong researcher-practitioner partnership
- Demonstrated ability of the applicant organization to manage the effort
- Relationship between the capabilities/competencies of the proposed project staff (including the applicant organization) and the scope of the proposed project

#### *Dissemination plan – 5%*

- Described plans to produce at least one scholarly product and make findings available to broader audiences, including practitioners and policymakers, through written material and/or interactive formats, such as conferences or webinars

#### *Budget and Budget Narrative*

Peer reviewers will consider and may comment on the following additional items in the context of scientific and technical merit:

- Total cost of the project relative to the perceived benefit (cost effectiveness)
- Appropriateness of the budget relative to the level of effort
- Use of existing resources to conserve costs
- Proposed budget alignment with proposed project activities

### **Review and Selection Process**

#### Peer Review

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

#### Programmatic Review

All applications that are considered for funding will be subject to a programmatic review. An applicant with considerable past performance issues may be removed from consideration. 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.

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.

- Progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the current project, indicating timely progress toward meeting project goals and objectives
- Demonstration that past activities supported with OVW grant funds have been limited to program purpose areas
- Adherence to all special conditions of existing grant award(s) from OVW
- Adherence to programmatic and financial reporting requirements, including timely submission of required reports
- Completion of close-out of prior awards in a timely manner
- Appropriate 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
- Receipt of financial clearances on all current or recent grants from OVW
- Timely resolution of issues identified in any audit or on-site financial or programmatic monitoring visit
- Adherence to the Office of Management and Budget single-audit requirement
- Timely expenditure of grant funds
- Adherence to the requirements of the [DOJ 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**

OVW anticipates notifying all applicants of the outcome of their applications by October 1, 2017.

## ***F. Federal Award Administration Information***

### **Federal Award Notices**

Successful applications will receive OVW award notifications electronically from the OJP Grants Management System (GMS) (not Grants.gov). 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 [Solicitation Companion Guide](#).

- Civil Rights Compliance
- Funding to Faith-Based Organizations
- Confidentiality and Privacy Protections
- Research and the Protection of Human Subjects (if applicable)
- Anti-Lobbying Act
- Reporting Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- National Historic Preservation Act (NHPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Reporting Fraud, Waste, Error, and Abuse
- Suspension or Termination of Funding
- Nonprofit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active SAM Registration and Unique Identifier Requirements
- Whistleblower Protections for Employees of OVW Grantees
- Prohibited Conduct by Recipients Related to Trafficking in Persons
- General Appropriations Law Restrictions on Use of Federal Funds
- Recipient Integrity and Performance Matters Including Recipient Reporting to FAPIIS

Terms and conditions for OVW awards 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 2017 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/ovw/docs/faqs-ngc-vawa.pdf>. Additional information on the civil rights obligations of OVW funding recipients can be found in the [Solicitation Companion Guide](#) under *Civil Rights Compliance*.

### Accessibility

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 and activities and ensuring that these programs and activities are readily accessible to qualified individuals with disabilities. More information on these obligations is available in the [Solicitation Companion Guide](#). For example, funds can be used to support American Sign Language (ASL) interpreter services, language interpretation and translation services, or the purchase of adaptive equipment.

### **Reporting**

Recipients must submit quarterly financial reports, semi-annual progress reports, and final financial and progress reports. Applicants should anticipate that progress reports will be required to follow the non-budgetary components of the Research Performance Progress Report (RPPR) template/format. General information on RPPRs may be found at [www.nsf.gov/bfa/dias/policy/rppr/](http://www.nsf.gov/bfa/dias/policy/rppr/). Future awards and fund drawdowns may be withheld if reports are delinquent.

As indicated earlier in this solicitation, OVW expects products to result from any award under this solicitation. Please review the [Expected Products](#) section for specific requirements. Additionally, recipients of R&E funding will be required to submit the following deliverables:

- **Draft and Final Summary Overview of the Work Conducted under the Award**

The overview is expected to provide an overall summary of the work under, and results of, the project funded by OVW under this solicitation. Among other things, the summary overview should address the purpose of the project, project subjects (if applicable), project design and methods, data analysis, findings, and implications for policy and practice. A draft summary is to be submitted 90 days before to the end of the project period for OVW review and comment. A final summary report will be made available on OVW's website, pursuant to 42 U.S.C. §13925(b)(7).

- **Required Data Sets and Associated Files and Documentation**

As discussed earlier, OVW requires recipients of an award under this solicitation to submit to NACJD all data sets that result in whole or in part from the work funded by OVW, along with associated files and any documentation necessary to allow for future efforts by others to reproduce the project's findings and/or to extend the scientific value of the data set through secondary analysis. All data sets and necessary documentation are to be submitted 90 days prior to the end of the project period.



## G. Federal Awarding Agency Contact

For assistance with the requirements of this solicitation, contact [virginia.baran@usdoj.gov](mailto:virginia.baran@usdoj.gov) or (202) 305-2093.

## H. Other Information

### Application Checklist

Applicants must submit a fully executed application to OVW, including all required supporting documentation. 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.

✓	WHAT AN APPLICATION SHOULD INCLUDE	SEE PAGE...
<b>Required Documents</b>		
<i>Any application missing any one or more of these items will not be sent to peer review.</i>		
	Application for Federal Assistance (SF-424) (auto-populated in Grants.gov)	17
	Project Abstract	9
	Project Narrative	10
	Budget Detail Worksheet	15
	Budget Narrative	15
<b>Appendices</b>		
<i>OVW will not make an award to any applicant that has not provided all necessary appendices.</i>		
	Bibliography/references	11
	Tools/instruments, questionnaires, tables/charts/graphs, or maps	11
	Curriculum vitae or resumes for key staff	11
	Proposed Project Staff, Affiliation, and Roles Form	11
	Project timeline	11
	Human subjects protection paperwork	11
	Privacy Certificate	12
	Letters of commitment	12
	Data archiving plan	12
	Applicant disclosure of pending applications	12
	Documentation of Research and Evaluation Independence and Integrity	13
	Summary of Current and Recent OVW Projects (if applicable)	14
<b>Additional Required Information</b>		
<i>Failure to include any of the information may result in the inability to access funds if your application is selected for funding.</i>		
	Indirect Cost Rate Agreement (if applicable)	19
	Standard Assurances and Certifications	17

✓	WHAT AN APPLICATION SHOULD INCLUDE	SEE PAGE...
	Disclosures Related to Executive Compensation	16
	Confidentiality Notice Form	17
	Letter of Nonsupplanting	17
	Financial Accounting Practices	17
	Financial Capability Questionnaire (nonprofits only)	19

**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.**

**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 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 can be submitted to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street, NE, Washington, DC 20530.

**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 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.

#### 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 a subrecipient and would be reimbursed for their actual costs incurred for the project rather than a fee for service. 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.

Name/Position	Computation	Cost
Principal Investigator	\$55,000 x 25% x 2 years	\$27,500
Research Associate	\$40,000 x 30% x 2 years	\$24,000
Research Assistant	\$35,000 x 25% x 2 years	\$17,500
Administrative Assistant	\$15/hr x 10 hrs/month * 24 mos	\$3,6000

The Principal Investigator will coordinate all aspects of the study and provide oversight and substantive expertise for the research design, instrument development, data collection and analysis, and dissemination of findings. The PI will ensure compliance with program requirements and serve as the central point of contact for all project activities.

The Research Associate and Research Assistant will assist in data collection, qualitative coding, and analysis.

The Administrative Assistant for the project is a part-time employee who will provide administrative and clerical support for the project.

**TOTAL PERSONNEL:     \$72,600**

**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.

Name/Position	Computation	Cost
Salaried Staff		
Employer’s FICA	\$69,000 x 7.65%	\$ 5,279
Health Insurance	\$69,000 x 6.12%	\$ 4,223
Worker’s Compensation	\$69,000 x 1.00%	\$ 690
Unemployment Compensation	\$69,000 x 0.50%	\$ 345
Administrative Assistant		
Employer’s FICA	\$ 3,600 x 7.65%	\$ 275

Health Insurance	\$ 3,600 x 6.12%	\$ 220
Worker's Compensation	\$ 3,600 x 1.00%	\$ 36
Unemployment Compensation	\$ 3,600 x 0.50%	\$ 18
	<b>TOTAL FRINGE BENEFITS:</b>	<b>\$ 11,086</b>
<b>TOTAL PERSONNEL AND FRINGE BENEFITS:</b>		<b><u>\$ 83,686</u></b>

The organization is requesting fringe benefits for the Principal Investigator, Research Associate, Research Assistant, and 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.

Purpose of Travel	Location	Item	Computation	Cost
OVW-required attendance at conferences (TBD)	TBD	Airfare	\$500 (avg.) x 2 ppl x 3 trips	\$ 3,000
		Lodging	\$110 (avg.) x 3 nights x 2 ppl x 3 trips	\$ 1,980
		Per diem	\$56 (avg.) x 4 days x 2 ppl x 3 trips	\$ 1,344
		Ground transportation	\$100 (avg.) cab fare to/from airport/hotel x 3 trips	\$ 300
Local travel	Victim services organization	Mileage	\$0.56 x 30 miles roundtrip x 20 roundtrips x 2 ppl	\$ 672

\$6,624 of the required \$10,000 in OVW mandated travel funds has been allocated to cover the cost of travel in accordance with program guidelines. The remaining amount has been allocated for partner travel and can be found in Section G of this form. Conference locations are not known at this time. Travel estimates are based on the organization's formal written travel policy. \$672 is allocated for mileage reimbursement for staff to travel to and from the location where support groups and participant interviews will be held.

**TOTAL TRAVEL: \$ 7,296**

**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.

No equipment purchases are required for the proposed project.

**TOTAL EQUIPMENT: \$ 0**

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

Supply items	Computation	Cost
Office supplies (paper, printer, toner, pens, etc.)	\$150/month x 24 mos.	\$ 3,600
Statistical software license	\$2,000 x 1 license	\$ 2,000
Qualitative data analysis software license	\$2,000 x 1 license	\$ 2,000
Digital voice recorder	\$60 x 1 recorder	\$ 60

Office supplies are needed for the general operation of the study. Licenses for statistical and qualitative analysis software are required for analyzing survey and interview data. A digital recorder is necessary for recording interviews.

**TOTAL SUPPLIES: \$ 7,660**

**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.

**TOTAL CONSTRUCTION: \$ 0**

**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.

Name of consultant	Service provided	Computation	Cost
Support group facilitators	Support group facilitation	\$56/hr x 24 hrs x 2 facilitators	\$ 2,688
	Training for support group facilitators	\$25/hr x 8 hrs. x 2 facilitators	\$ 400
Advocate	Salary	\$45,000 x 10% x 2 years	\$ 9,000
	Fringe	\$9,000 x 15%	\$ 1,350

Two support group facilitators will be paid \$56/hr to facilitate sixteen support groups of 90-minutes each during the project period. An advocate with the victim services partner organization will be paid at a rate of 0.1 FTE for her assistance in coordinating the groups, involvement in developing the interview protocol, and explaining the study to potential participants.



**Subtotal Consultant Fees: \$ 13,438**

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.).

Purpose of Travel	Location	Item	Computation	Cost
OVW-required attendance at conferences	TBD	Airfare	\$472 (avg.) x 1 person x 3 trips	\$ 1,416
		Lodging	\$110 (avg.) x 3 nights x 1 person x 3 trips	\$ 990
		Per diem	\$56 (avg.) x 4 days x 1 person x 3 trips	\$ 672
		Ground transportation	\$100 (avg.) cab fare to/from airport/hotel x 3 trips	\$ 300
Local travel for support group facilitators	Victim services organization	Mileage	\$0.56 x 20 miles roundtrip x 20 roundtrips x 2 ppl	\$ 448

**Subtotal Consultant Travel: \$ 3,826**

\$3,378 of the required \$10,000 in OVW required travel funds has been allocated to cover the cost of travel for a staff person of the victim services organization.

\$448 is allotted to support facilitators' travel to the study site.

**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.

Item	Computation	Cost
Transcription service	\$1.50/recorded minute x est. 4,800 recorded minutes	\$ 7,200
Copyeditor	\$35/hr x est. 10 hrs	\$ 350
Desktop publishing	\$45/hr x est. 5 hours	\$ 225

**Subtotal Contracts: \$ 7,775**

Transcription service will be required to transcribe interviews. Copyediting and desktop publishing/layout design services are required for the final report and practitioner brief. These services will be procured competitively and in accordance will all applicable requirements.

**TOTAL CONTRACTS AND CONSULTANTS: \$ 25,039**

**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.

Refer to [Research Participant Costs and Incentives](#) for information on requesting O/VW approval to provide research participant stipends to cover the cost of participants' time, transportation, gas, and other incidentals (excluding food and beverages). A stipend, which can be in the form of cash, is not a salary, honorarium, incentive, or fee.

Item	Computation	Cost
Participation stipends	\$50 * 80 interview participants	\$ 4,000

Funds have been allocated for stipends for victim interview participants, to compensate participants for their time and contribution to the research project and offset any costs they incur for participating. Stipends will be paid in cash amounts of \$50/participant per interview, and a spreadsheet will be used to account for the time, date, and amount disbursed to each participant. The applicant expects participants with limited or no means to pay for transportation to and from the secure interview site, and/or childcare during their travel and participation time, will be less inclined to participate if they cannot recoup these costs. The estimated impact of not using stipends is that the study participation rate will be lower than necessary for the study to be successful, and that study participants in lower income brackets in particular will be less likely to participate, thus potentially compromising the validity of the research findings. The amount of \$50 is reasonable and based on a realistic estimate for compensating participants' time and offsetting the cost of gas mileage or taxi fare to/from the interview site, and the potential need for participants to pay for childcare while they are at their interview.

**TOTAL OTHER COSTS: \$ 4,000**

**I. Indirect Costs** – Indirect costs are allowed if the applicant has a federally approved indirect cost rate. A copy of the rate approval (a fully executed, negotiated agreement) must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories. 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.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
15% of direct salaries (Excluding fringe)	\$72,600 x 15%	\$10,890

**TOTAL INDIRECT COSTS: \$ 10,890**

The Indirect Cost Rate Agreement was approved by the Department of the Education, the applicant's cognizant federal agency on January 1, 2016. (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.

<b>Budget Category</b>	<b>Amount</b>
A. Personnel	\$ 72,600
B. Fringe Benefits	\$ 11,086
C. Travel	\$ 7,296
D. Equipment	\$ 0
E. Supplies	\$ 7,660
F. Construction	\$ 0
G. Consultants and Contracts	\$ 25,039
H. Other Costs	\$ 4,000
	<b>Total Direct Costs \$ 127,681</b>
I. Indirect Costs	\$ 10,890
	<b>TOTAL PROJECT COSTS <u>\$ 138,571</u></b>
Federal Share Requested	\$ 138,571
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 2017 [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 of Process Related to Executive Compensation**

**Disclosures of Process 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:

Following is the process used to determine the compensation of officers, directors, trustees, and key employees (together, "covered persons"):

The text of the letter should include the following: (1) the composition of the body that reviews and approves compensation arrangements for covered persons; (2) the methods and practices used by the applicant nonprofit organization to ensure that no individual with a conflict of interest participates as a member of the body that reviews and approves a compensation arrangement for a covered person; (3) the appropriate data as to comparability of compensation that is obtained in advance and relied upon by the body that reviews and approves compensation arrangements for covered persons; and (4) the written or electronic records that the applicant organization maintains as concurrent documentation of the decisions with respect to compensation of covered persons made by the body that reviews and approves such compensation arrangements, including records of deliberations and of the basis for decisions.

Sincerely,

**[Applicant's Authorizing Official]**

Attachments

**Appendix D**  
**Summary of Current and Recent OVW Projects, and Pending Applications for OVW Funding**



### Summary of Current and Recent OVW Projects

Award Number	Award End Date	Program	Award Amount	Amount Remaining	Extension Needed?	Extension Needed: Timeframe	Nexus, if any, to the Proposed Research Project
2015-XX-XX-XXXX	9/30/2017	2015 CSSP	\$300,000	<b>\$250,000</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		The CSSP project funds a support group model that will be studied through the proposed project.
2016-XX-XX-XXXX	12/31/2018	2016 CTAS	\$932,000	<b>\$467,850</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		None.

### Summary of Pending Applications for OVW Funding

Program	Anticipated Start Date	Anticipated End Date	Requested Amount	Nexus, if any, to the Proposed Research Project
2017 RURAL	10/1/2017	9/30/2019	\$500,000	None.