



OVW Fiscal Year 2017 Restorative Justice Response to Sexual Assault, Domestic Violence and Dating Violence on Campus Demonstration Initiative Application Guidelines

Release Date: on or about January 13, 2017

Eligibility

Eligible applicants are limited to: institutions of higher education and nonprofit organizations with the capacity to provide national training and technical assistance.

(See "[Eligibility](#)")

Deadline

Application: All applications are due by 11:59 p.m. Eastern Time (E.T.) on February 27, 2017.

(See "[Submission Dates and Times](#)")

Registration Information: To submit an application, all applicants must obtain a Data Universal Number System (DUNS) Number, and register online with the System for Award Management (SAM) and with [Grants.gov](#). To ensure sufficient time to complete the registration process, applicants must obtain a DUNS Number, and register online with SAM and with [Grants.gov](#) immediately, but no later than, February 3, 2017.

(See "[Registration](#)")

Letter of Registration: Applicants are strongly encouraged to submit a letter of registration to ovw.campus@usdoj.gov by February 3, 2017. This will ensure that applicants are well-positioned to successfully 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 are still eligible to apply.
(See “[Letter of Registration](#)”)

Contact Information

For assistance with the requirements of this solicitation, call OVW at (202) 307-6026 or email OVW.campus@usdoj.gov.

Submission and Notification Information

Submission: Applications for the Restorative Justice Response to Sexual Assault, Domestic Violence and Dating Violence on Campus Demonstration Project will be submitted through [Grants.gov](#). For technical assistance with [Grants.gov](#), contact the [Grants.gov](#) Customer Support Line at 1-800-518-4726.

The [Grants.gov](#) number assigned to this announcement is OVW-2017-12020.

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

Contents

A. Program Description	1
Overview	1
Overview of Restorative Justice.....	1
About OVW Restorative Justice Demonstration Initiative.....	2
Purpose Areas.....	3
Program Scope	4
Activities that Compromise Victim Safety and Recovery	4
Out-Of-Scope Activities	5
Unallowable Activities.....	5
B. Federal Award Information	5
Availability of Funds.....	5
Award Period.....	6
Award Amounts	6
C. Eligibility Information	6
Eligible Applicants.....	6
Eligible Entities	6
Nonprofit Organization Requirement-Offshore Accounts	6
Cost Sharing Requirements.....	6
Other Program Eligibility Requirements.....	6
D. Application and Submission Information	7
Address to Request Application Package	7
Content and Form of Application Submission	7
Letter of Registration	7
Application Contents.....	8
Formatting and Technical Requirements	8
Application Requirements.....	8
Summary Data Sheet	8
Proposal Abstract	9
Project Narrative.....	9
Budget Detail Worksheet and Narrative.....	11
Memorandum of Understanding (MOU).....	12
Additional Required Information.....	12
Unique Entity Identifier (DUNS Number) and System for Award Management (SAM)	15
Submission Date and Times	16
OVW Policy on Duplicate Applications.....	18

OVW Policy on Late Submissions	18
Intergovernmental Review-Single Point of Contact Review	19
Funding Restrictions.....	19
Other Submission Requirements	21
Downloading a Grant Application Package.....	22
Completing the Grant Application Package	22
Submitting the Completed Grant Application Package.....	22
E. Application Review Information	23
Criteria.....	22
Review and Selection Process	22
Anticipated Announcement and Federal Award Dates.....	24
F. Federal Award Administration Information.....	24
Federal Award Notices	24
Administrative and National Policy Requirements.....	25
Reporting.....	26
G. Federal Awarding Agency Contact(s).....	26
H. Other Information	26
Application Checklist	26
Public Burden-Paperwork Reduction Act Notice	27
APPENDIX A.....	28
Budget Guidance.....	29
Budget Detail Worksheet.....	31
APPENDIX B.....	38
Sample letter of Registration	39
APPENDIX C.....	40
Dislosures of Proess Related to Executiv Compensation Sample Letter.....	41
APPENDIX D.....	42
Summary of Current and Recent OVW Projects	43
APPENDIX E.....	44
Summary of Current and Pending Non-OVW Grants to do the Same or Similar Work.....	45

OVW Fiscal Year 2017 Restorative Justice Response to Sexual Assault, Domestic Violence and Dating Violence on Campus Demonstration Initiative (CFDA 16.028)

A. Program Description

Overview

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

Overview of Restorative Justice

As colleges and universities continue to strengthen and improve their response to sexual assault, domestic violence, and dating violence, a number of survivors are seeking additional options to redress the harm they have experienced. Some survivors are seeking a response outside of, or in addition to, what the student conduct process or the criminal justice process can provide. A recent survey conducted at nine colleges and universities showed that only a small percentage of sexual assaults were reported to anyone other than a friend or relative and that reasons for not reporting included concerns about confidentiality and being treated poorly, blamed, or punished.¹ Restorative Justice (RJ) is a growing practice in both the criminal and social justice fields that seeks to repair and address the harm experienced by victims, as well as any harm done to their community. RJ also has been identified as a strategy for addressing underreporting of sexual assault, domestic violence, and dating violence on campus by offering victims an option for remedying the harm while also responding to their concerns about how they will be treated by the student conduct or criminal justice systems.

The implementation of an RJ framework or the infusion of RJ practices into existing processes may be a viable option to repair the harm and open the doors for continued education, keeping in mind, however, that improving the criminal justice system response and campus adjudication process continues to be a critical strategy for addressing underreporting of these crimes. RJ is intended to promote victim autonomy and change offender behavior through a process that is designed to provide meaningful accountability for the person who has inflicted the harm. More

¹ Across the nine schools at which students were surveyed about their experiences with sexual assault, only 4.3% of sexual battery incidents and 12.5% of rape incidents were reported by the victim to any official, including campus or local law enforcement, school officials, and rape crisis centers, health centers, or hospitals, either on or off-campus. Reasons for not reporting included concerns about confidentiality, being treated poorly, blamed, or punished, and retaliation. Sixty-four percent of incidents of rape and 68% of incidents of sexual battery were disclosed to a roommate, friend, or family member. Bureau of Justice Statistics, Campus Climate Survey Validation Study Final Technical Report, January 2016, at 107-11.

importantly, an effective RJ framework prioritizes healing for the survivor while also aiming to elicit behavioral change in the offender, redress harm to the community, improve campus safety, and address confidentiality concerns. RJ can take various forms, such as circle or family group discussions, community boards or panels with a third party, or victim and offender dialogues, and requires a skilled facilitator who also has sufficient understanding of sexual assault, domestic violence, and dating violence, as well as trauma and safety issues. In addition, RJ is strictly voluntary for victims and requires the offender to willingly and actively take part in the process of rectifying the harm.

About the OVW Restorative Justice Demonstration Initiative

This solicitation is for phase one of a two phase demonstration initiative designed to develop and pilot test a restorative justice framework for college and university campuses. The goal of this demonstration initiative is to develop an effective RJ framework in the campus setting to enhance current student conduct processes. To be considered effective, the framework to be developed must empower victims by providing options for addressing the harm they have experienced, improve campuses' capacity to fully remedy the harms that these crimes cause to victims and the broader campus community, and increase offenders' accountability for rectifying these harms and preventing recurrence. In addition, any procedures used to resolve students' complaints of sexual assault must comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and Title IX of the Education Amendments Act of 1972 (Title IX).² For Title IX compliance in particular, the school must conduct sufficient fact-finding about the allegations to be able to determine that the use of RJ would provide a reasonable means of stopping sexual violence, preventing its recurrence, and providing a safe and nondiscriminatory environment for all students.

The goal of this demonstration initiative is not to replace existing student conduct processes but rather to expand the options available to victims to have their needs met and the harm acknowledged and remedied. A secondary goal of this demonstration initiative is to improve campus climate through the community healing and educational aims of RJ approaches. Although existing research provides some evidence of the effectiveness of RJ, more research is needed to evaluate its effectiveness in addressing sexual assault, domestic violence, and dating violence in a campus environment. Positive outcomes in other settings have included an emphasis on accountability for the violence and evidence of feasibility, victim satisfaction, and repair of indirect harms to others in the community.³ Other potential benefits include education and prevention for students who have caused harm who might otherwise have incentives to avoid confronting the harm and deny responsibility for it. This initiative is intended to evaluate whether an RJ framework can produce these and other positive outcomes in a campus setting, while also incorporating sufficient safeguards to ensure that victims are not coerced into

² The Clery Act requires, among other things, that schools issue annual policy statements providing that school disciplinary proceedings will be prompt, fair, and impartial, be conducted by trained officials, and allow both parties the same opportunity to have the advisor of their choice present. See 20 U.S.C. § 1092(f)(8)(B)(iv). Compliance with Title IX requires, among other things, that when a student reports an incident of sexual violence (which is a form of sexual harassment), the school take immediate and appropriate steps to investigate or otherwise determine what occurred (subject to certain exceptions for confidential reporting). If the school determines that the sexual violence has created a hostile environment, it must take prompt and effective steps reasonably calculated to end the harassment, eliminate the hostile environment, prevent its recurrence, and, as appropriate, remedy its effects. See 34 C.F.R. § 106.8(b); Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties (Jan. 19, 2001), www.ed.gov/ocr/docs/shguide.html; Dear Colleague Letter: Sexual Violence (Apr. 4, 2011), www.ed.gov/ocr/letters/colleague-201104.html; Questions and Answers on Title IX and Sexual Violence (Apr. 29, 2014), www.ed.gov/ocr/docs/qa-201404-title-ix.pdf.

³ See, e.g., Koss, Mary P., Wilgus, Jay K., Williamsen, Kaaren M., Campus Sexual Misconduct: Restorative Justice Approaches to Enhance Compliance with Title IX Guidance, Trauma, Violence, & Abuse 2014. Vol 15(3) 242-257.

participating in an RJ process rather than a student conduct process, if desired, and that the harms to the victim and to the educational environment are adequately remedied.

The overall demonstration initiative will support the development of an RJ framework for campuses, select demonstration sites, provide intense technical assistance to those sites and conduct a rigorous evaluation of the overall project, including an implementation and outcomes evaluation of the initiative. OVW will partner with the National Institute of Justice (NIJ) to conduct the national evaluation. The initiative will be implemented in the following two phases:

Phase I

This solicitation supports phase I of the demonstration initiative which will develop the provision of technical assistance delivery and outline the activities needed for successful project implementation. Phase I will focus on developing a framework for an RJ response to sexual assault, domestic violence, and dating violence that meets the diverse needs of institutions of higher education, including those at nontraditional and culturally specific colleges and universities. This phase will be used to identify and examine RJ practices that incorporate effective strategies for preventing and responding to incidents of sexual assault, domestic violence and dating violence and will create technical assistance to support the activities of campuses funded under Phase II. Phase I also will require the development of a process for selecting campuses to participate in the implementation of RJ practices during phase II. This process should assess each school's capacity and readiness to implement RJ processes.

Phase II

Phase II will be the subject of a subsequent solicitation and will focus primarily on the implementation of a victim-centered RJ process based on the model framework created in phase I. The implementation of this process will be available for up to six campuses around the country. Phase II also will require an evaluation component that measures the impact of the RJ framework on several outcomes, including victim safety, victim satisfaction, campus safety, and behavior change on the part of the individuals who caused the harm, among others. Sites will be expected to fully cooperate with all aspects of the national evaluation.

Purpose Areas

In FY 2017, funds under Phase I of this demonstration initiative must be used for the following purposes to:

- (1) convene focus groups that include national experts including, but not limited to: RJ researchers, RJ practitioners, sexual assault and domestic violence victim advocates, and campus specific groups including students, student conduct personnel and campus administrators to discuss different approaches to RJ for cases of sexual assault, domestic violence, and dating violence, as well as any relevant evidence-based or promising practices that should be examined in this demonstration;
- (2) develop an RJ framework for institutions of higher education that prioritizes the safety and well-being of the victim and accountability for the offender;
- (3) develop a culturally relevant RJ framework for different types of institutions of higher education (e.g. Historically Black Colleges and Universities, Tribal Colleges) to address incidents of sexual assault, domestic violence, and dating violence;
- (4) develop an assessment tool to determine capacity and readiness of institutions of higher education to incorporate RJ options for victims of sexual assault, domestic violence, and dating violence into their responses to these crimes;
- (5) develop relevant policies, protocols, and practices, based on prior evidence, for institutions of higher education to use in implementing an RJ framework for incidents of sexual assault, domestic violence, and dating violence;

- (6) identify a cadre of national consultants and trainers with expertise in RJ and sexual assault, domestic violence, and dating violence to build the capacity of campuses to safely and effectively facilitate trauma-informed, survivor-centered, and culturally relevant RJ practices for incidents of sexual assault, domestic violence, and dating violence;
- (7) collaborate with NIJ to begin planning for the Phase II evaluation; and
- (8) develop a training curriculum for RJ facilitators and those involved in RJ practices on campus.

Program Scope

Activities supported by this demonstration initiative are determined by statute, federal regulations, and OVW policies. If an applicant receives an award, the funded project is bound by the provisions of this solicitation, the DOJ Financial Guide, including updates to the Guide after an award is made, and the conditions of the award.

Activities that Compromise Victim Safety and Recovery

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

1. Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;
2. Procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services;
3. Procedures or policies that impose requirements on victims in order to receive services (e.g. seek an order of protection, receive counseling, participate in couples counseling or mediation, report to law enforcement, seek civil or criminal remedies);
4. Procedures or policies that fail to include conducting safety planning with victims;
5. Project design and budget that fail to account for the access needs of participants with disabilities and participants who have limited English proficiency or who are Deaf or hard of hearing;
6. Policies, procedures, or practices that mandate victim engagement with the RJ process;
7. Practices that do not allow victims to choose which disciplinary or criminal justice option(s) they wish to pursue, unless certain actions are mandated by law;⁴
8. Partnering with individuals or organizations that support/promote practices that compromise victim safety and/or minimize offender accountability;
9. Training and technical assistance that do not reflect an understanding of sexual assault, domestic violence, dating violence, and the experience of survivors;
10. Training and technical assistance that fail to incorporate the experiences and unique needs of underserved communities; and
11. Training and technical assistance that include/promote practices that re-victimize survivors.

⁴ In limited circumstances, schools may be obligated to override a student's request for confidentiality or that no investigation be conducted in order to meet their Title IX obligations or comply with state laws mandating reporting of abuse against minors. For more information on protecting confidentiality and factors to consider in weighing a student's request for confidentiality, see Questions and Answers on Title IX and Sexual Violence, at 18-22 (Apr. 29, 2014), www.ed.gov/ocr/docs/ga-201404-title-ix.pdf.

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

Out-of-Scope Activities

OVW has determined the activities listed below to be out of the program scope, and they will not be supported by this demonstration initiative's funding.

1. Research projects. (This does not include program assessments conducted only for internal improvement purposes. See "Research and Protection of Human Subjects" in the [Solicitation Companion Guide](#).)
2. Activities that focus solely on restorative justice strategies without connection to sexual assault, domestic violence or dating violence.

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.

Unallowable Activities

OVW has determined the activities listed below to be unallowable, and they will not be supported by this demonstration initiative.

1. Lobbying;
2. Fundraising;
3. Purchase of real property;
4. Physical modifications to buildings, including minor renovations (such as painting or carpeting);
5. Construction;
6. RJ policies, procedures or practices that mandate participation of either the reporting party or the responding party or replace student conduct processes;
7. Development of an RJ framework that addresses incidents involving stalking behaviors;⁵ and
8. RJ policies, procedures or practices that prevent a victim from reporting to law enforcement, student conduct or Title IX personnel.

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

B. Federal Award Information

Availability of Funds

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. There is no guarantee that funds will be available in the future. Therefore, OVW encourages applicants to develop a plan to sustain project activities if federal funding through this program cases to be available. Also, please note that OVW may elect to make awards for applications submitted under this solicitation in future fiscal years, depending on the merits of the applications and on the availability of funding.

⁵ The recipient of this award may gather information on the appropriateness of using RJ practices in stalking incidents, but the framework should not incorporate stalking at this time.

Award Period

The grant award period is 24 months. Budgets must reflect 24 months of project activity, and the total “estimated funding” on the SF-424 must reflect 24 months. Generally, the award period will start on October 1, 2017.

Award Amounts

Applicants should not exceed the award amount listed in this solicitation and should carefully consider the resources needed to successfully implement the proposed project. One award will be made under this phase of the demonstration initiative for up to \$500,000.

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

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

C. Eligibility Information

Eligible Applicants

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

Eligible Entities

Eligible Entities for this program are institutions of higher education and nonprofit organizations with the capacity to provide national training and technical assistance. Eligible applicants must have the capacity to provide training and technical assistance on a national level. The mere delivery of a conference open to nationwide registration does not suffice.

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 from this demonstration initiative.

Cost Sharing or Match Requirement

This program has no matching or cost sharing requirement.

Other Program Eligibility Requirements

In addition to meeting the eligible entity requirements outlined above, applications for this demonstration initiative must also meet the requirements below. All certification and other eligibility related documents must be current and developed in accordance with the FY 2017 solicitation. Applications that do not meet all of the program eligibility requirements below will not be considered for funding under this demonstration initiative.

Required Partnerships

Applicants that fail to include the required partners will not be considered for funding. All applicants must establish meaningful partnerships with institutions of higher education, community organizations, and/or agencies that possess the appropriate relevant expertise and experience to adequately implement an RJ framework in a campus setting to address sexual assault, domestic violence, and dating violence. All applicants must document these partnerships in a Memorandum of Understanding (MOU) that must be submitted with the application. Applications that do not include partners that meet these requirements in the Summary Data Sheet and MOU sections **will be removed from further consideration.**

All applications must contain the following partnerships:

- a. an institution of higher education, if not the applicant; and
- b. a domestic violence and/or sexual assault victim service provider, if not the applicant.

The applicant or a partnering agency must demonstrate a history of implementing RJ practices and principles and the expertise and history to provide trauma-informed victim services, including victim advocacy, crisis counseling, or mental health services.

A victim service provider is a nonprofit, nongovernmental organization, tribal organization, or rape crisis center, including a state or tribal domestic violence and/or sexual assault coalition, domestic violence shelter, faith-based organization, or other organization, with a documented history of effective work concerning sexual assault, domestic violence, dating violence, or stalking. Victim service providers should meet all of the following criteria: 1) provide direct services to victims of sexual assault, domestic violence, dating violence, or stalking as one of their primary purposes and have a demonstrated history of effective work in this field; 2) address a demonstrated need in their communities by providing services that promote the dignity and self-sufficiency of victims, improve their access to resources, and create options for victims seeking safety from perpetrator violence; and 3) not engage in or promote activities that compromise victim safety.

D. Application and Submission Information

Address to Request Application Package

The complete application package is available on [Grants.gov](https://www.justice.gov/ovw/how-apply) or at the [OVW website](https://www.justice.gov/ovw/how-apply) at <https://www.justice.gov/ovw/how-apply>. Applicants wishing to request a paper copy of the application materials should contact Ms. Darlene Johnson at Darlene.johnson@usdoj.gov.

Content and Form of Application Submission

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

Letter of Registration

Applicants intending to apply for FY 2017 funding under this program are strongly encouraged to submit a letter of registration. The letter should state that the applying organization is registered and current with SAM and with [Grants.gov](https://www.justice.gov/ovw/how-apply). The letter should be submitted to OVW at ovw.campus@usdoj.gov by February 3, 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 following requirements below. Points may be deducted for applications that do not adhere to the following requirements:

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

Application Requirements

Applications must include the following required documents and demonstrate that the program eligibility requirements have been met. Applications that do not address all of the following components will be considered substantially incomplete and will not be considered for funding:

1. Project Narrative
2. Budget Detail Worksheet and Narrative
3. Memorandum of Understanding (MOU)

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

Summary Data Sheet (5 Points)

The Summary Data Sheet should be one to four pages in length and may be single or double spaced. The Summary Data Sheet does not count toward the 20-page limit for the Project Narrative. Please provide the following information:

1. Name, title, address, phone number, and e-mail address of the individual with authority to accept grants on behalf of the agency.
2. Name, title, address, phone number, and e-mail address for the grant point-of-contact. This person must be an employee of the applicant agency.

3. Statement as to whether the organization applying will serve as a “pass through entity” (fiscal agent/sponsor) for an organization or organizations that will ultimately implement the project. If so, the applicant must include a statement acknowledging that, should an award be made, it would be responsible for all statutory, fiscal and programmatic requirements, including those of 2 CFR Part 200, as well as all project deliverables. The organization applying for the award must also list all of the entities it will enter into agreements with to perform the work, and should include a description of how these entities intend to accomplish the purposes of the award if such a description is not already provided in a Memorandum of Understanding (MOU) submitted as part of the application.
4. Statement as to whether the agency applying has expended \$750,000 in federal funds in the organization’s past fiscal year. If yes, please also specify the end date of the applicant’s fiscal year.
5. A list of other federal grant programs from which the applicant organization currently receives funding or for which it has applied for funding in FY 2017 to do similar work. Please provide this information in a table using the format found in [APPENDIX E](#).
6. Summary of Current and Recent OVW Projects (if applicable). If the applicant has a current grant or cooperative agreement under an OVW grant program or an award that has been closed within the last 12 months from the date this solicitation closes, the information must be provided in a table using the format found in [APPENDIX D](#). Failure to provide the required table will result in a loss of points.
7. Statement as to whether the applicant is a nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code.
8. Statement as to whether the applicant is a nonprofit organization that uses the Internal Revenue Service’s three-step safe-harbor procedure to establish a rebuttable presumption that its executives’ compensation is reasonable. If the applicant is not a nonprofit organization or is a nonprofit that does not use the safe-harbor procedure, provide a statement to that effect. For additional information about the safe-harbor procedure, see "[Disclosures of Process Related to Executive Compensation](#)" section.
9. List of all project partners including the name of the nonprofit domestic violence and sexual assault victim services program partnering on the project (not applicable if the lead applicant is such an entity).
10. Describe previous RJ efforts where the lead organization was involved.
11. Identify the number of years of experience and/or expertise in RJ work, including a list of the types of crimes or incidents addressed and populations served (e.g., incarcerated men, youth in primary school settings).

Proposal Abstract

The Proposal Abstract should provide a short and accurate summary (no more than two pages double-spaced) of the proposed project, including who will be involved with the proposed project, what will be done as primary activities, what products will be produced, the service area where the proposed project will take place and who will be impacted by the proposed project. Applicants should not summarize past accomplishments in this section.

Project Narrative (55 Points)

The following narrative should be a separate attachment to the application in GMS. The Project Narrative may not exceed 20 pages in length, double-spaced. The Project Narrative must include the following three sections: Purpose of the Application, What Will Be Done and Who Will Implement.

Purpose of Application (10 Points)

This section must:

1. Explain in detail why an RJ framework would be effective in a campus setting;
2. Explain how the proposed approach will build on existing research on restorative justice; and
3. Describe a plan for how to use an RJ framework to ensure legal compliance with Title IX, and the Clery Act, empower victims through options, change offenders' behavior, and increase effectiveness in the handling of sexual assault, domestic violence, and dating violence incidents on campus, while also minimizing potential risks and harm to all parties.

What Will Be Done (20 Points)

The application must provide a clear link between the proposed activities and the need identified in the 'Purpose of the Application' section.

This section must:

- Describe a plan to develop a culturally relevant framework for RJ strategies that empowers victims and survivors of campus sexual assault, domestic violence, and dating violence while maintaining the safety and well-being of each participating party and the campus community;
- Describe plans to create a curriculum for educating faculty, staff and students on RJ philosophy and processes, including ensuring that survivors understand that participation is entirely voluntary and offenders understand that the process requires admission of responsibility;
- Describe plans for training RJ facilitators, specialists and key stakeholders;
- Describe how project activities will be adaptable to 4-year institutions, 2-year/community colleges, and minority serving institutions and shaped by the needs of students and input from victim advocates working to enhance victims' safety, healing, and autonomy;
- Describe, in detail, activities to ensure confidentiality and privacy of all parties;
- Describe activities that address risk and harm to survivors and the campus community;
- Describe a plan for ensuring that participation is completely voluntary and not coerced (either overtly or subtly); and
- Provide a timeline for completing all planned activities.

Who Will Implement the Project (25 Points)

The application must identify the key individuals and organizations involved in the proposed project. This section must demonstrate that the individuals and organizations identified have the capacity to address the stated need and can successfully implement the proposed project activities.

This section must:

- Identify the organizations and key personnel who will implement the project and describe the role of each. Provide the percentage of time each individual will devote to the project, and the specific activities in which each individual will participate;
- Describe the experience of the organizations and individuals who will be involved in the project, including a description of previous RJ work, the number of years of experience, the types of crimes or behaviors addressed in their respective RJ work and any other information that is relevant to the practice of RJ;

- Describe the knowledge and experience of the organizations and individuals who will be involved in the project in addressing campus sexual assault, domestic violence and dating violence;
- Describe the capacity of the organization/s to undertake the project including the number of staff and project partner/s that will be devoted to the project; and
- Describe the organization's philosophy concerning sexual assault, domestic violence, and dating violence, including its understanding of emerging issues, best practices, and activities that compromise victim safety and autonomy.

Budget Detail Worksheet and Narrative (20 Points)

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. Also, keep in mind that budgetary requirements vary slightly among programs. Applicants must read the solicitation closely to determine the requirements of the budget and budget narrative for each OVW program. Additionally, the budget must adhere to the guidelines contained in the [DOJ Financial Guide](#).

Award Period and Amount

The grant award period is 24 months. Budget requests should not exceed \$500,000.

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

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

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

The budget must:

- Include funds or include other resources available to support activities to ensure access for individuals with disabilities, Deaf/hard of hearing individuals, and persons with limited English proficiency. Please see "[Accessibility](#)" under "F. Federal Award Administration Information."
- Include funds to attend OVW-sponsored training and technical assistance in the amount of \$7,500 for states and \$9,000 for territories, Hawaii and Alaska. Please see "[Training and Technical Assistance](#)" in the Funding Restrictions section of the solicitation.

For additional guidance please go to the [Funding Restrictions](#) section of the solicitation.

Memorandum of Understanding (MOU) (20 Points Total)

For purposes of this solicitation, the MOU is a document containing the terms of the partnership and the roles and responsibilities between two or more parties. The MOU should be a single document and should be signed and dated by the Authorized Representative of each proposed partner agency during the development of the application. If necessary, an MOU can include multiple signature pages so long as each page includes the name and title on each signature page. Applicants may partner with one or more organizations to ensure the appropriate expertise is available to implement the project successfully. OVW believes that appropriate collaborations enhance the effectiveness of training and technical assistance projects just as they enhance local interventions. Therefore, OVW strongly encourages all potential TA providers to enter into Memorandum of Understanding (MOU) with key project partners. Any project partner receiving funds under the proposal must be an MOU signatory. Proposals without any MOU partners may provide an explanation for foregoing an MOU; however, such applications run the risk of losing all or some of the 15 points assigned to the MOU. Letters of support or commitment will not be considered in place of an MOU. Applicants should include at least one but no more than two letters of support from a previous recipient(s) of their training and/or TA.

The MOU must:

1. Clearly identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
2. Include any key project partners and all project partners receiving funds from the cooperative agreement. Applicants can include up to three letters of support from other project partners not being compensated under the proposed project and/or prior receipts of training and technical assistance offered by the Applicant;
3. Describe the partners' roles in the project, their commitment to the collaboration, and the expertise they each bring to the endeavor; and
4. Describe how this project intersects with any of the other training and technical assistance projects the lead applicant and MOU partners have.

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 (in the "Summary Data Sheet" mentioned earlier) 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 on the Summary Data Sheet 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. 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

https://www.justice.gov/sites/default/files/ovw/legacy/2012/10/09/nonsup_letter.pdf. 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 two pages and should be a separate attachment to the online application in Grants.gov.

1. Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding? Please provide a brief description of the organization's policies and procedures that ensure funds will be tracked appropriately.
2. Does the applicant have written accounting policies and procedures? How often are these policies and procedures updated? Please provide a brief list of the topics covered in the organization's policies and procedures. OVW may request a copy for review during the application/award process or as part of the grant monitoring process.
3. Is the applicant's financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant? Please provide a brief summary of the organization's process for tracking expenditures, 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 or 1-888-514-8556 immediately after the organization is notified of its award to coordinate training.

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 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 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 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.**

DUNS	DUNS	February 3, 2017
SAM	SAM	February 3, 2017
Grants.gov	Grants.gov	February 3, 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, but no later than February 3, 2017.

Submission Dates and Times

It is very 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 but no later than 24 hours before February 27, 2017.

Solicitation	Grants.gov and OVW Website	January 13, 2017 – February 27, 2017
Request Permission to Submit a Hardcopy Application Due to Lack of Internet Access.	For applicants who cannot submit an application electronically, please contact Campus Program at ovw.campus@usdoj.gov .	February 27, 2017
Confirmation of Application	<p>Grants.gov</p> <ol style="list-style-type: none"> 1. The Authorized Organization Representative (AOR) should closely monitor their email for any notification from Grants.gov about a possible failed submission. The Authorized Organization Representative (AOR) is a user role within Grants.gov for a user that is authorized to submit applications on behalf of the organization. 2. The Authorized Organization Representative (AOR) will receive a minimum of two emails from Grants.gov. One will confirm receipt of the application package. The other will either notify the Authorized Organization Representative (AOR) that the application was successfully submitted, or it will notify the Authorized Organization Representative (AOR) that there was an error with the application submission. <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>February 27, 2017</p> <p>*Applicants are strongly encouraged to begin the application submission process at least 48 hours but no later than 24 hours before the deadline.</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 February 27, 2017**. Applications submitted after **11:59 p.m. E.T. on February 27, 2017** will not be considered for funding. Applicants experiencing difficulties submitting an application should refer [Experiencing Technical Difficulties During Submission](#) in the chart 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	Prior to the application deadline, the applicant must contact the Grants.gov Customer Support Hotline at 1-800-518-4726, or support@grants.gov , 24 hours a day, 7 days a week, except on Federal holidays. Contact the Consolidated Youth Program at OVW.consolidatedyouth@usdoj.gov prior to the application deadline stating that the applicant is experiencing unforeseeable technical issues and provide a phone number and/or email address where the applicant can be reached.	Prior to the application deadline February 27, 2017.
Request Permission to Submit a Late Application.	Within 24 hours after the application deadline, the applicant must email the following information to the Campus Program at OVW.campus@usdoj.gov to request permission to submit a late application. The request should include the complete grant application, DUNS number, and the Grants.gov Help Desk tracking number(s).	Within 24 hours after the deadline February 27, 2017.
OVW Review and Late Application Submission Decision	OVW will review and verify, with the Grants.gov Customer Support Hotline, all information submitted related to the technical difficulties experienced by the applicant. OVW will contact the applicant to either approve or deny the request to submit a late application. If the technical issues cannot be verified as unforeseeable, the application will be rejected as late.	It is anticipated that decisions will be made within three weeks from the application deadline.

	Applicant may contact the Campus Program at OVW.campus@usdoj.gov for information on the request.	
Extraordinary Natural or Manmade Disasters	In cases of extraordinary natural or manmade disasters, such as extreme weather emergencies or terrorist acts, applicants may request to submit applications up to the Campus Program at OVW.campus@usdoj.gov . 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.	Up to 7 calendar days after the application 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 3, 2017. To ensure a successful application submission, OVW strongly encourages applicants to submit their applications at least 48, but no less than 24, hours before the deadline.

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.

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, including MOU partner activities, under the grant in accordance with all applicable statutes, regulations, guidelines, and the [DOJ Financial Guide](#). Primary recipients will be responsible for oversight of subgrantee/partner spending and monitoring specific performance measures and outcomes attributable to the use of OVW funds.

Food and Beverage/Costs for Refreshments and Meals

Generally, food and beverage costs are **not** allowable, and under no circumstances may OVW funding be used to supply food and/or beverages during refreshment breaks. OVW may

approve the use of OVW funds to provide food and/or beverages for a meal at a meeting, conference, training, or other event, if one of the following applies:

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

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

Conference Planning and Expenditure Limitations

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

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

Updated Department of Justice and OVW guidance on conference planning, minimization of costs, and conference cost reporting is available on the OVW website at <http://www.justice.gov/ovw/grantees>. For additional information regarding food and beverage regulations, please refer to the [DOJ Financial Guide](#).

Training and Technical Assistance

All applicants are required to allocate funds in the amount of \$7,500 to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Applicants from Alaska, Hawaii, and United States Territories should allocate \$9,000 to account for higher travel costs. These specific applicants may exceed the budget caps to account for this increased travel amount. The required set-aside amount may be shared between the applicant and any partnering agency(ies), but the budget must reflect the costs in the appropriate categories. Therefore, an employee's travel costs should be included in the "Travel" category, while travel costs for the project partner(s) must be included in the "Consultants/Contracts" category. Label both costs as "OVW Technical

Assistance.” Include an estimated breakdown for these costs, including the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc. (OVW technical assistance is provided free of charge to grantees, so applicants do not need to include registration fees). This amount should equal the full, required set-aside amount listed above.

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

Program Assessments

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

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)	Parentheses ()	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 “&” format.		
Period (.)			

OVW strongly suggests using simple titles for all documents, such as “FY 2017 OVW Project Narrative.” Please visit the Grants.gov website to review the most up-to-date guidelines about the use of specific characters.

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

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

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

Downloading a Grant Application Package

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

Applicants must use the correct version of Adobe software in order to download the grant application package. To verify if the Adobe software version is compatible with 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 does NOT automatically save changes. The package cannot be submitted until all required fields have been completed.

Submitting the Completed Grant Application Package

[AORs](http://AOR) should closely monitor their email for any notification from Grants.gov about a possible failed submission. The AOR will receive a minimum of two emails from Grants.gov. 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, but no less than 24, hours before the deadline.

A confirmation screen will appear once the submission is complete. A [Grants.gov](https://www.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](https://www.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. Applications will be scored based on the degree to which the application responds to each section and addresses each element in the section. Furthermore, applications will be scored based upon the quality of the response and the level of detail provided. Each element **must** be addressed in the section in which it is requested. Points may be deducted if the applicant does not include the information in the appropriate section even if it is included elsewhere within the application. Each section will be reviewed as a separate document and will be scored as such. Specifically, for the solicitation, scoring will be as follows:

1. Summary data sheet: (5) points
2. Project narrative: (55) points, of which
 - A. Purpose of the project: (10) points
 - B. What will be done: (20) points
 - C. Who will implement: (25) points
3. Budget narrative and detail worksheet: (20) points
4. Memorandum of Understanding: (20) points

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. OVW reserves the right to deduct points from applications for the following reasons:

1. Activities that compromise victim safety and recovery: deduct up to 15 points.
2. Out-of-scope activities: deduct up to 10 points.
3. Past performance: deduct up to 25 points.
4. Formatting and Technical Requirements: deduct up to 5 points.

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

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

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

It is anticipated that all applicants will be notified 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](#).

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

Terms and conditions for OVW awards, including awards under this solicitation is 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, including Deaf or hard of hearing individuals. More information on these obligations is available in the [Solicitation Companion Guide](#). Applicants must allocate grant funds or other available resources to support activities that help to ensure meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services, language interpretation and translation services, or the purchase of adaptive equipment.

Reporting

Reporting Requirements

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

G. Federal Awarding Agency Contact(s)

For assistance with the requirements of this solicitation, contact the OVW Campus Unit at ovw.campus@usdoj.gov or (202) 307-6026.

H. Other Information

Application Checklist

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

Application Document	Date Completed
1. Letter of Registration	
2. Summary Data Sheet	
3. Project Narrative	
4. Purpose of the Application	
5. What Will Be Done	
6. Who Will Implement	
7. Proposal Abstract	
8. Budget Detail Worksheet and Narrative	
9. Memorandum of Understanding	

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

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

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, it 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.

Purchase and/or Lease of Vehicles

The purchase and/or lease of vehicles is prohibited under most OVV 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 paid for their 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.

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

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

The restorative justice facilitator will dedicate 100% of their time handling cases of sexual assault, domestic violence, dating violence on campus.

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

TOTAL PERSONNEL: \$ 212,700

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

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Program Coordinator		
Employer’s FICA	\$70,500 x 7.65%	\$ 5,393
Health Insurance	\$70,500 x 6.12%	\$ 4,315
Worker’s Compensation	\$70,500 x 1.00%	\$ 705

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

TOTAL PERSONNEL AND FRINGE BENEFITS: \$ 245,181

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

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

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

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

TOTAL TRAVEL: \$ 12,000

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

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

The video cameras will be used during interviews to record the process or resolution circle in restorative process cases.

TOTAL EQUIPMENT: \$ 1,500

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

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

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

TOTAL SUPPLIES: \$ 9,075

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

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
----------------	----------------------------	-------------

TOTAL CONSTRUCTION: \$ 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.

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

A Consultant/Trainer will provide a three day on-site training on sexual assault, domestic violence, and dating violence to faculty, staff and students. The training will focus on the challenges of providing support and advocacy and supportive services to victims/survivors on campus.

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

Subtotal Consultant Fees: \$ 37,950

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

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
OVW-Mandated Training and Technical Assistance	TBD	Airfare	\$550 (avg.) x 2 people x 4 trips	\$ 4,400
		Lodging	\$100 (avg.) x 3 nights x2 people x 4 trips	\$ 2,400
		Per diem	\$ 50 (avg.) x 3 days x 2 people x 4 trips	\$ 1,200
		Subtotal OVW-Mandated Training:		<u>\$ 8,000</u>
Delivery of Sexual Assault Training	TBD	Airfare	\$500 (avg.) x 1 person x 1 trip	\$ 500
		Lodging	\$ 50 (avg.)/night x 2 nights	\$ 100
		Per diem	\$ 35 (avg.)/day x 3 days	\$ 105
Subtotal Sexual Assault Training:		<u>\$ 705</u>		

Subtotal Consultant Travel: \$ 8,705

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

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

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

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

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

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

TOTAL CONTRACTS AND CONSULTANTS: \$ 60,155

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

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

TOTAL INDIRECT COSTS: \$ 28,183

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

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

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

APPENDIX B

Sample Letter of Registration



[Applicant Letterhead]

[Date]

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

Dear Director:

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

First Time [Grants.gov](#) Users ONLY - I understand that in order to submit an application for the FY 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 Sample
Letter



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



Summary of Current and Recent OVW Projects

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

APPENDIX E

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



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

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