



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

OVW Fiscal Year 2024 Training and Services to End Abuse in Later Life Program - Solicitation

Assistance Listing Number: 16.528

Grants.gov Opportunity Number: O-OVW-2024-172078

Solicitation Release Date: April 24, 2024

Deadline to submit SF-424 and SF-LLL in Grants.gov: 11:59 PM Eastern Time (ET) on June 18, 2024.

Deadline to submit full application in JustGrants: 8:59 PM ET on June 20, 2024.

Eligibility:

Eligible applicants are limited to the following entities in the United States or U.S. territories: States; units of local government; tribal governments or tribal organizations; population specific organizations; victim service providers; and state, tribal, or territorial domestic violence or sexual assault coalitions. For more information, see the [Eligibility Information](#) section of this solicitation.

Letter of Intent

Applicants are strongly encouraged to submit a non-binding Letter of Intent to OVW.Elder@usdoj.gov by May 13, 2024. Applicants that do not submit a Letter of Intent can still apply. For more information, see the [Application and Submission Information](#) section of this solicitation.

Pre-Application Information Session(s)

OVW will conduct an optional web-based Pre-Application Information Session. During this session, OVW staff will review this program's requirements, review the solicitation, and allow for a brief question and answer period. For more information, see the [Application and Submission Information](#) section of this solicitation.

Contact Information

For assistance with the requirements of this solicitation, email OVW at OVW.Elder@usdoj.gov. Applicants also may call OVW at 202-307-6026.

Registration Information: OVW encourages first time applicants to apply for funding.

Organizations applying for the first time must complete registrations with multiple systems:

- i. System for Award Management (SAM) (<https://sam.gov/content/entity-registration>)
- ii. Grants.gov (<https://www.grants.gov/applicants/applicant-registration>)
- iii. JustGrants registration needs to be completed **ONLY** after successful submission of Step 1 of the application as described below.

For more information, see the [Prior to Application Submission](#) section of this solicitation.

Organizations that have applied for funding previously **must ensure their accounts with SAM, Grants.gov, and JustGrants are active and up to date.**

Applicants are strongly encouraged to begin the registration process or ensure that all accounts are active and up to date by May 28, 2024.

Submission Information: Applications must be submitted to OVW through a two-step process that begins in Grants.gov and is completed in JustGrants:

Step 1: The applicant must **submit** by the Grants.gov deadline (11:59 PM ET on June 18, 2024) the required Application for Federal Assistance standard form (SF-424) and the Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov. To view the forms prior to completing them in Grants.gov, applicants can go to the Package tab under the funding opportunity that they're applying for and select Preview. The Preview then provides links to the forms.

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at <https://justicegrants.usdoj.gov/> by the JustGrants application deadline (8:59 PM ET on June 20, 2024). OVW encourages applicants to review the [JustGrants](#) website for more information, resources, and training.

Note that the Grants.gov and JustGrants deadlines are typically only a few days apart.

For more information about application submission, see the [How to Apply](#) section of this solicitation.

Notification

OVW anticipates notifying applicants of funding decisions by October 1, 2024.

Contents

Program Description.....	6
Overview of OVW.....	6
About this OVW Program.....	6
Program Scope.....	6
Purpose Areas.....	6
Activities that Compromise Victim Safety and Recovery or Undermine Offender Accountability	8
Out-of-Scope Activities.....	8
Limited Use of Funds.....	9
Activities Requiring Prior Approval.....	9
Federal Award Information.....	9
Availability of Funds.....	9
Types of Applications.....	10
Program Requirements.....	10
Eligibility Information.....	15
Eligible Applicants.....	15
Cost Sharing or Matching.....	17
Application and Submission Information.....	19
Address to Request Application Package.....	19
Pre-Application Information Session(s).....	19
Content and Form of Application Submission.....	19
Letter of Intent.....	19
Formatting and Technical Requirements.....	19
Application Contents.....	20
Standard Applicant Information (JustGrants 424 and General Agency Information).....	20
Proposal Abstract.....	21
Data Requested with Application.....	21
Proposal Narrative.....	21
Budget and Associated Documentation.....	23
Budget Worksheet and Budget Narrative (attachment).....	23

Funding Restrictions.....	25
Pre-Award Costs	26
Indirect Cost Rate Agreement (if applicable).....	26
Applicant Financial Capability Questionnaire (if applicable).....	26
Disclosure of Process Related to Executive Compensation (if applicable).....	26
Memorandum of Understanding and Supporting Documents.....	27
Additional Application Components	30
Letter of Nonsupplanting	30
Proof of 501(c)(3) Status (Nonprofit Organizations Only).....	31
Confidentiality Notice Form.....	31
Disclosures and Assurances	31
Disclosure of Lobbying Activities	31
DOJ Certified Standard Assurances	31
DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements.....	31
Prior to Application Submission	32
How to Apply	32
Application Review Information.....	34
Review Criteria	34
Review and Selection Process	35
Federal Award Administration Information	37
Federal Award Notices	37
Administrative, National Policy, and Other Legal Requirements	37
General Information about Post-Federal Award Reporting Requirements.....	37
Federal Awarding Agency Contact(s)	38
Other Information	38
Public Reporting Burden - Paperwork Reduction Act Notice.....	38
Application Checklist	38
APPENDIX A.....	40
Budget Information and Sample Budget Narrative.....	40
Appendix B.....	55
Pre-Award Risk Assessment	55
Appendix C.....	58

Applicant Entity Questionnaire.....58
Appendix D.....61
Summary Data Sheet61

Program Description

Overview of OVW

OVW is a component of the United States Department of Justice (DOJ). Created in 1995, OVW administers grant programs authorized by the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership on issues of domestic violence, dating violence, sexual assault, and stalking. OVW grants support coordinated community responses that provide services to victims and hold offenders accountable.

About this OVW Program

This program is authorized by 34 U.S.C. § 12421.

The Training and Services to End Abuse in Later Life Program (Abuse in Later Life Program) (Assistance Listing # 16.528) supports a comprehensive approach to addressing abuse in later life, including domestic violence, dating violence, sexual assault, stalking, neglect, abandonment, economic abuse, or willful harm committed against victims who are 50 years of age or older (hereinafter “older victims”). For additional information about this program and related performance measures, including how awards contribute to the achievement of program goals and objectives, see:

- OVW grant program information: [OVW Grants and Programs Webpage](#).
- Program performance measures under the Measuring Effectiveness Initiative: [VAWA Measuring Effectiveness Initiative webpage](#).
- Program-specific sections in OVW’s [most recent report to Congress](#) on the effectiveness of VAWA grant programs.

What’s New About this OVW Program

- Underserved communities: Applicants improving support for survivors from underserved communities may apply for up to an additional \$50,000 to fund these project activities.
- Training: Applicants may satisfy the requirement for mandatory law enforcement training by providing the training in-person or virtually.
- Training: Applicants may propose reimbursing law enforcement agencies and prosecutors’ offices for time spent by law enforcement and prosecutors attending in person OVW-funded trainings on identifying, investigating, and prosecuting elder abuse. The amount used for this purpose is capped at 20% of the total award amount.

Program Scope

Activities supported by this program are determined by statute, federal regulations, and OVW policies. If an applicant receives an award, the funded project is bound by this solicitation, the [DOJ Financial Guide](#), including updates to the financial guide after an award is made, the [Solicitation Companion Guide](#), and the conditions of the award.

Mandatory Purpose Areas

Pursuant to 34 U.S.C. § 12421(1)(A), funds under this program must be used to:

1. Provide training programs to assist law enforcement agencies, prosecutors, agencies of States or units of local government, population specific organizations, victim service

- providers, victim advocates, or relevant officers in Federal, tribal, State, territorial, and local courts in recognizing and addressing instances of abuse in later life.
2. Provide or enhance services for victims of abuse in later life.
 3. Establish or support multidisciplinary collaborative community responses to victims of abuse in later life.
 4. Conduct cross-training for law enforcement agencies, prosecutors, agencies of States or units of local government, attorneys, health care providers, population specific organizations, faith-based leaders, victim advocates, victim service providers, courts, and first responders to better serve older victims.

Applicants must engage in activities outlined in each of the four mandatory purpose areas; however, pursuant to 34 U.S.C. § 12421(1)(C), applicants may request that OVW waive one or more of the mandatory purpose area activities. All applicants requesting such a waiver must clearly demonstrate either that the mandatory purpose area(s) was/were sufficiently addressed during their initial Abuse in Later Life award or that using grant funds for the specified activities would duplicate existing services available in the community. OVW will decide whether to grant the waiver during programmatic review of the application. If OVW denies the waiver, the applicant will be requested to submit a revised budget and proposal narrative.

Permissible Purpose Areas

Pursuant to 34 U.S.C. § 12421(1)(B), Abuse in Later Life Program funds may be used for the following purposes:

1. Provide training programs to assist attorneys, health care providers, faith-based leaders, community-based organizations, or other professionals who may identify or respond to abuse in later life; or
2. Conduct outreach activities and awareness campaigns to ensure that victims of abuse in later life receive appropriate assistance. (Pursuant to 34 U.S.C. § 12421(1)(D), activities under this purpose area are limited to 10% of total award funds.)

OVW Priority Areas

In FY 2024, OVW has four programmatic priorities. The priority identified below is applicable to this program. Applicants are strongly encouraged, but not required, to address this priority area. Applicants that state that they are addressing this priority area and meet the criteria for the priority area will be given special consideration.

1. Advance equity and tribal sovereignty as essential components of ending sexual assault, domestic violence, dating violence, and stalking by improving outreach, services, civil and criminal justice responses, prevention, and support for survivors from historically marginalized and underserved communities, particularly those facing disproportionate rates or impacts of violence and multiple barriers to services, justice, and safety.

Applicants interested in addressing this priority area may apply for up to an additional \$50,000 to fund project activities aimed at improving support for survivors from historically marginalized and underserved communities. Applicants applying for this additional funding must propose to work with population specific organization(s) by including them as a Memorandum of Understanding (MOU) partner or partners. These partners must be involved in project planning and implementation activities. Details on the population specific organization(s) partnering on the project should be included in the MOU. All partners should

be compensated in the budget for their level of work. Applicants must identify the population(s) to be served. Details on the population(s) to be served should be included in the "Purpose of the Proposal" section.

Note: Successful applicants found to meaningfully address this OVW priority area who receive up to an additional \$50,000 will be required to detail in their Strategic Plan how the project will address the needs of the underserved population(s) identified and the role the population specific organization(s) MOU partner(s) will play in working with the population(s).

Statutory Priority Area

The Abuse in Later Life Program statute requires that priority be given to proposals providing services to culturally specific and underserved populations. 34 U.S.C. § 12421(3).

The term "culturally specific populations" refers to American Indians (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians and other Pacific Islanders, Blacks, and Hispanics. See 34 U.S.C. § 12291(a)(8); 42 U.S.C. § 300u-6(g). The term "underserved populations" means populations who face barriers in accessing and using victim services, and includes populations underserved because of geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, and populations underserved because of "special needs" (such as language barriers, disabilities, alienage status, or age). See 34 U.S.C. § 12291(a)(46). Applications proposing to meaningfully increase access to services for these populations will be given special consideration.

Activities that Compromise Victim Safety and Recovery or Undermine Offender Accountability

OVW does not fund activities that jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to avoid responsibility for their actions. Applications that propose any such activities may receive a deduction in points during the review process or may be eliminated from consideration. OVW may support survivor-centered alternative pathways to justice and non-criminal approaches to accountability that fall within the statutory scope of this program and do not compromise victim safety. Information on activities that compromise victim safety and recovery or undermine offender accountability may be found in the [Solicitation Companion Guide](#).

Out-of-Scope Activities

The activities listed below are out of the program scope and will not be funded under this program. See also the list of unallowable costs in the [Funding Restrictions](#) section of this solicitation.

1. Research projects. Funds under this program may not be used to conduct research, defined by 28 C.F.R. § 46.102(d) as a systematic investigation designed to develop or contribute to generalizable knowledge. Surveys and focus groups, depending on their design and purpose, may constitute research and therefore be out-of-scope. However, assessments conducted for internal improvement purposes only (see Limited Use of Funds below) may not be considered "research" as defined above. For information on distinguishing between research and assessments, see the [Solicitation Companion Guide](#).
2. Supporting criminal justice/investigative positions. Personnel costs for criminal justice/investigative professionals are permitted only to cover time spent conducting or attending training required by this program. Funds may not be used to compensate personnel for the performance of criminal justice/investigative duties.

3. Curriculum development. OVW has worked closely with national technical assistance providers with relevant expertise in abuse in later life, violence against women, and curriculum development to create training materials for use by grantees. As a result, curriculum development activities proposed by applicants will be considered out of scope.
4. Criminal representation of victims. Criminal representation of victims charged with a crime, except for representation in post-conviction relief proceedings where the victim's conviction related to or arose from domestic violence, dating violence, sexual assault, or stalking.

Applications that propose activities deemed to be substantially out-of-scope may receive a deduction in points during the review process or may be eliminated from consideration.

Limited Use of Funds

Grantees may use up to three percent of grant award funds to conduct an assessment for internal improvement purposes only, such as by convening a listening session to identify service gaps in the community or surveying training participants about the quality of training content and delivery. Applicants considering such assessments must refer to the OVW research decision tree in the Solicitation Companion Guide to ensure that the activity does not qualify as human subjects research. The [Solicitation Companion Guide](#) also provides additional information on federal requirements related to research, assessments, and surveys.

Activities Requiring Prior Approval

Recipients must receive prior approval before using grant funds to support surveys, regardless of the survey's purpose. Prior approval is necessary to determine whether the activity is within the scope of the award and meets the requirements of the Paperwork Reduction Act (see the [Solicitation Companion Guide](#) for more information).

Federal Award Information

Availability of Funds

All awards are subject to the availability of appropriated funds as well as any modifications or additional requirements imposed by law. There is no guarantee that funds will be available in the future. Depending on availability of funding and an applicant's merit, OVW may elect to make awards for a future fiscal year if an application is not selected under this solicitation.

Type of Award

Awards will be made as cooperative agreements. Cooperative agreements are a form of award under which OVW expects to have ongoing substantial involvement in award activities. For this program, the substantial involvement includes working with grantees to develop local training teams to provide trainings and cross-trainings on abuse in later life and working with grantees to develop Strategic Plans addressing outreach and direct services for older victims.

Award Period(s) and Amount(s)

New Applicants:

The award period is 48 months. Budgets, including the total "estimated funding" on the SF-424, must reflect 48 months of project activity. OVW anticipates that the award period will start on October 1, 2024.

Continuation Applicants:

The award period is 36 months. Budgets, including the total “estimated funding” on the SF-424, must reflect 36 months of project activity. OVW anticipates that the award period will start on October 1, 2024.

This program typically makes awards in the range of \$400,000 to \$750,000. OVW estimates that it will make up to 25 awards for an estimated \$13,000,000.

Funding levels under this program for FY 2024 are:

1. \$400,000 for projects with a service area population up to 400,000 for the entire 36 or 48 months.
2. \$600,000 for projects with a service area population 400,001 to 700,000 for the entire 36 or 48 months.
3. \$750,000 for projects with a service area population 700,001 and above for the entire 36 or 48 months.
4. \$750,000 for statewide projects, regardless of service area population for the entire 36 or 48 months.

Note:

Applicants seeking to address the OVW priority area to improve support for survivors from underserved communities (as described above) may request up to an additional \$50,000 in the total proposed budget.

OVW has the discretion to make awards for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants before making an award or after an award is made but prior to access to funds.

Types of Applications

In FY 2024, OVW will accept applications for this program from the following:

New: Applicants that have never received funding under this program or whose previous funding under this program expired on or before June 20, 2023.

Continuation: Applicants that have an existing or recently closed (after June 20, 2023) award under this program. Continuation funding is not guaranteed.

Recipients of an FY2022 or FY 2023 award under this program are NOT eligible to apply as the lead applicant or as a partner/subrecipient on an FY 2024 proposal. Likewise, an organization that is a partner/subrecipient on an FY2022 or FY 2023 award is not eligible to apply as the lead applicant or as a partner/subrecipient on an FY 2024 proposal.

Note: Current grantees with a substantial amount of unobligated funds remaining (50% or more of the previous award) as of March 31, 2024, without adequate justification, may not be considered for funding or may receive a reduced award amount if selected for funding in FY 2024.

Mandatory Program Requirements

1. **Training/Cross-Training:**

A. New Grantees

(1) Grantee Orientation: Each grantee must send one management/leadership level representative from each of its four required Memorandum of Understanding (MOU) partners and the project coordinator to a three-day grantee orientation. Attendance at orientation may require participants to travel to this OVW-sponsored event.

(2) Law Enforcement Training: New grantees may satisfy the requirement to provide training for law enforcement by providing that training in-person or virtually:

a. In-person Training Requirements

Grantees holding their law enforcement trainings in-person must, as described below: i. send a training team to the Law Enforcement "Training of Trainers" (TOT) Training, ii. hold local eight-hour Law Enforcement Training(s), and iii. hold local Advanced Law Enforcement Training(s)

i. Law Enforcement "Training of Trainers" (TOT) Training: Each grantee must send a multidisciplinary training team (MDTT) to a three-day TOT. MOU partner organizations must agree to send the following representatives: a law enforcement officer, a prosecutor, an advocate from the designated victim service provider, a representative from the program or agency with demonstrated experience in assisting individuals in later life, and the project coordinator. It is highly recommended that grantees send two additional persons to the training as back-up trainers. A maximum of seven individuals may attend this event: six team members who will actively participate in the TOT and the project coordinator who will attend this event as an observer.

Attendance at this training may require participants to travel to this OVW-sponsored event.

ii. Law Enforcement Trainings: Each grantee must have its MDTT team provide one-day (eight-hour) local trainings for law enforcement. The trainings must use the curriculum that has been developed by experts and approved by OVW. Due to the interactive nature of the training, the maximum recommended class size is 30 participants per class.

The applicant must receive commitment(s) from law enforcement agency(ies) to send personnel to attend these local law enforcement trainings. Grant funds may be used to reimburse law enforcement agencies for time spent by law enforcement who attend these trainings in-person.

iii. Advanced Law Enforcement Training: Grantees must bring national expert(s) to their local communities to provide advanced training for detectives and investigators. The training must use a curriculum that has been developed by experts and approved by OVW. Each applicant must obtain a commitment(s) from law enforcement agency(ies) to send personnel to participate in this local training. Grant funds may be used to reimburse law enforcement agencies for time spent by law enforcement attending this training. detailed in a single letter.

b. Virtual Training Requirements

Grantees may satisfy the requirement to provide training for law enforcement by having them complete the virtual training course, which provides basic and advanced training on identifying and addressing abuse in later life. The training consists of 23 modules developed by experts and approved by OVW. The course is self-paced and can be completed in multiple sessions. It is estimated that completing the modules takes 6 hours. The applicant must receive commitment(s) from law enforcement agency(ies) to have law enforcement personnel complete the virtual law enforcement training course.

New grantees meeting the law enforcement training requirement through the virtual training course may also opt to include the in-person Advanced Law Enforcement training as part of their project.

- (3) Prosecutors' Institute: Grantees must support the attendance of prosecutors at the National Institute on the Prosecution of Elder Abuse, a four-day course designed to challenge prosecutors to reevaluate their approach to prosecuting elder abuse cases.

The applicant must reflect the commitment from participating prosecutors' offices agreeing to have their personnel attend these trainings in the required Letters of Commitment (LOC) (see Content and Form of Application Submission section). The commitment by the prosecutor's office serving as an MOU partner to send prosecutor(s) to this event must be outlined in the MOU. Attendance at this institute may require participants to travel to this OVW-sponsored training event. Applicants must include funds in their budget to send prosecutors to this institute. Grant funds may be used to reimburse prosecutors' offices for time spent by prosecutors attending this in person training.

- (4) Judicial Institute: Grantees must encourage judges in their jurisdiction to attend the Enhancing Judicial Skills in Abuse in Later Life Cases Workshop, a four-day national judicial workshop on abuse in later life, including domestic violence, dating violence, sexual assault, stalking, neglect, abandonment, economic abuse, or willful harm. The faculty for this judicial education event will be judges and other national experts, and attendance is restricted to judges. Grantees are strongly encouraged to have judges/magistrates attend the institute to develop a better understanding of the role of the criminal/civil justice system in addressing abuse in later life in their community.

An applicant must detail this "commitment to encourage" in the MOU. Attendance at this institute may require participants to travel to this OVW-sponsored training event. Applicants must include funds in their budgets to send judges to this institute. The faculty for this judicial education event will be judges and other national experts, and attendance is restricted to judges.

- (5) Direct Services "Training of Trainers" (TOT) Training: At a minimum, grantees must agree to send representatives from two MOU partners (one from the victim service provider and one from the program or agency with demonstrated experience in assisting individuals in later life) and the project coordinator to a three-day TOT on providing services to older victims.

Applicants must detail this agreement in the MOU. Attendance may require participants to travel to this OVW-sponsored training event. Applicants must include funds in their budgets to send participants to this TOT.

- (6) Direct Services Cross-Training: Each grantee must have trainers from two MOU partners (one from the victim service provider and one from the program or agency with demonstrated experience in assisting individuals in later life) who will provide local one-day cross-trainings to agencies of states or units of local government, attorneys, health care providers, population specific organizations, faith-based advocates, and victim service providers. The one-day cross-training uses a curriculum that has been developed by national organizations and experts and approved by OVW.

Applicants must outline the number of trainings that will be held and the commitment(s) from the organizations providing trainers for these events in the MOU. Applicants must receive commitments from agencies of states or units of local government, attorneys, health care providers, population specific organizations, faith-based advocates, and/or victim service providers to attend these local one-day direct services cross-trainings which are detailed in the required LOC(s) (see Content and Form of Application Submission section).

- (7) Kickoff/Coordinated Community Response (CCR) Events: Each grantee and its project partners must conduct a local full day two-part cross-training. The first half of the day will consist of a “Kickoff” event for law enforcement agencies, prosecutors, agencies of states or units of local government, attorneys, health care providers, population specific organizations, faith-based advocates, victim service providers, and courts working with older victims and will focus on helping each discipline develop a better understanding of the role each one plays in addressing abuse in later life in their community. The second half of the day will consist of a CCR event allowing the CCR members to meet and discuss the role that the CCR will play in the implementation of the project. The trainers (including travel costs) for this event will be provided by the OVW Abuse in Later Life Program’s TA Provider. Grantees will be responsible for providing the venue for this local event.

B. Continuation Grantees

- (1) Grantee Orientation: Each continuation grantee must send one management/leadership level representative from each of its four required Memorandum of Understanding (MOU) partners and the project coordinator to a three-day grantee orientation. Attendance at orientation may require participants to travel to this OVW-sponsored event.
- (2) Other Trainings/Cross-Trainings
Continuation grantees will be permitted to engage in other training/cross-training activities based on the needs of their continuation projects.

2. CCR:

New and Continuation Grantees

Every grantee must work with their mandatory partners to establish or support a multidisciplinary CCR addressing abuse in later life, including domestic violence, dating violence, sexual assault, stalking, exploitation, and neglect, and provide details about efforts to establish or support the CCR in the MOU. OVW will provide intensive and comprehensive TA to assist grantees. Each project partner must engage in a review of its own policies and protocols to determine the extent to which they are designed to aid in improving the identification, investigation, prosecution, and adjudication of cases of abuse in later life, including domestic violence, dating violence, sexual assault, stalking, neglect, abandonment, economic abuse, or willful harm.

3. Providing or Enhancing Services for Older Victims:

New and Continuation Grantees

Every grantee must work with its MOU partners and other CCR members to provide outreach and services designed to address the unique needs of older victims in their communities. Both new and continuation grantees may propose providing legal services as part of their Strategic Plan. The amount that may be used for legal assistance is capped at 20% of outreach and services funds. Grantees proposing to provide legal services after completing their community needs assessment or critical assessment must submit legal assistance certification with their Strategic Plan.

A. New Grantees

New grantees must engage in a two-phase effort to provide services to older victims and detail these efforts in the MOU. All applicants are required to allocate funds (a minimum of 25% of the proposed budget for new applicants) for outreach and direct services for older victims:

Planning phase:

New grantees will work with OVW and Abuse in Later Life Program TA providers to establish the groundwork for developing or enhancing outreach and services to older victims. The planning phase will be for 12-18 months. The planning phase must include, but is not limited to, the following activities:

A community needs assessment that may include reviewing agency policies and protocols to ensure that they are inclusive of older victims; providing training to staff; and developing a Strategic Plan for outreach and service delivery that will be submitted to OVW for review and approval prior to release of funds for the implementation phase.

Implementation Phase:

Funds included in the budget for the implementation phase will be placed on hold and grantees will not have access to these funds until OVW determines the grantee has successfully completed the planning phase. The planning phase is complete when the new grantee has established an approved Strategic Plan that addresses the needs of older victims as identified during the community needs assessment. Only after OVW approval of the Strategic Plan will grantees begin outreach and the delivery of services to older victims. Grantees must work with OVW and OVW TA providers to successfully execute their Strategic Plans.

B. Continuation Grantees

Continuation grantee must provide outreach and services for older victims. Continuation grantees must allocate a minimum of 33% of the proposed budget for outreach and direct services for older victims.

Critical Assessment:

Continuation grantees will be required to reexamine the outreach and services funded under their previous Abuse in Later Life awards to ensure that they continue to meet the needs of older victims and address challenges the grantees experienced when providing services during their initial project. This review must take place within six months of the project start date and a Strategic Plan for outreach and service delivery must be developed and submitted to OVW for review and approval.

Funds included in the budget for outreach and services may be placed on hold and grantees may not have access to these funds until OVW determines the grantee has successfully completed the critical assessment.

Additional Program Requirements

Grantees will be required to engage in the following activities:

1. Participation in OVW-sponsored training and technical assistance (TTA).
2. Collection of and reporting on performance indicators. Forms, instructions, training, and related tools for each OVW program are available on the [VAWA Measuring Effectiveness Initiative webpage](#).
3. Participation in an assessment or evaluation, if OVW conducts one that requires grantee involvement.
4. Applicants Addressing OVW Priority Area #1: Grantees addressing this OVW priority area that receive up to an additional \$50,000 must address in their Strategic Plan how the project will address the needs of the underserved population(s) identified and the role that the population specific organization(s) MOU partner(s) will play in working with the population(s).

Eligibility Information

Eligible Applicants

Pursuant to 34 U.S.C. § 12421(2)(A), the following entities are eligible to apply for this program:

1. States;
2. Units of local government;
3. Tribal governments or tribal organizations;
4. Population specific organizations;
5. Victim service providers; and
6. State, tribal, or territorial domestic violence or sexual assault coalitions.

State:

For the purposes of this grant program, a state is defined to include all states, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, American Samoa, Guam, and the Northern Mariana Islands. See 34 U.S.C. § 12291(a)(37).

Unit of Local Government:

For the purpose of this grant program, a unit of local government is any city, county, township, town, borough, parish, village, or other general purpose political subdivision of a state. See 34 U.S.C. § 12291(a)(47). Pursuant to 28 C.F.R. § 90.2(g), the following are not considered units of local government and are not eligible to apply as the lead applicant – police departments, pre-trial service agencies, district or city attorneys’ offices, sheriffs’ departments, probation and parole departments, and universities. These entities may assume responsibility for the development and implementation of the project but must have their state, tribal government, or unit of local government apply as the lead applicant.

Tribal Government:

For the purposes of this program, tribal government is defined as the governing body of an Indian tribe or a tribe, band, pueblo, nation, or other organized group or community of Indians, including any Alaska Native village or regional or village corporation (as defined in, or established pursuant to, the Alaska Native Claims Settlement Act (43 U.S.C. 1601 et seq.)), that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. See 34 U.S.C. § 12291(a)(43).

Indian Tribe:

For purposes of this program, Indian tribe is defined as a tribe, band, pueblo, nation, or other organized group or community of Indians, including any Alaska Native village or regional or village corporation (as defined in, or established pursuant to, the Alaska Native Claims Settlement Act (43 U.S.C. 1601 et seq.)), that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. See 34 U.S.C. § 12291(a)(22).

Tribal Organization:

For the purposes of this program, tribal organization is defined as the governing body of any Indian tribe; any legally established organization of Indians which is controlled, sanctioned, or chartered by such governing body of a tribe or tribes to be served, or which is democratically elected by the adult members of the Indian community to be served by such organization and which includes the maximum participation of Indians in all phases of its activities; or any tribal nonprofit organization. See 34 U.S.C. § 12291(a)(45).

Any applicant representing a consortium of tribal governments and/or organizations must submit a resolution or legal equivalent from the constituent tribal governments and/or organizations supporting the application.

Population Specific Organization:

For purposes of this program, a population specific organization is a nonprofit, nongovernmental organization that primarily serves members of a specific underserved population and has demonstrated experience and expertise providing targeted services to members of that specific underserved population. See 34 U.S.C. § 12291(a)(26).

Victim Service Providers:

For purposes of this program, a victim service provider is a nonprofit, nongovernmental or tribal organization or rape crisis center, including a state or tribal domestic violence and/or sexual assault coalition, that assists or advocates for domestic violence, dating violence, sexual assault, or stalking victims, including a domestic violence shelter, faith-based organization or

other organization, with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking. 34 U.S.C. § 12291(a)(50). Culturally specific organizations, Tribal organizations, and population specific organizations serving underserved communities that meet the definition of “victim service provider” are eligible to apply. Victim service providers must provide direct services to victims of domestic violence, dating violence, sexual assault, or stalking as one of their primary purposes and have a demonstrated history of effective work in this field.

State, Tribal, or Territorial Coalition:

For purposes of this program, a state, tribal, or territorial domestic violence or sexual assault coalition is a coalition recognized by OVW pursuant to 34 U.S.C. § 10441(d)(2)(A), determined by the Secretary of Health and Human Services under 42 U.S.C. § 10411 and 10402, or determined by the Centers for Disease Control and Prevention under the Public Health Service Act (42 U.S.C. §§ 280b et seq.). See 34 U.S.C. § 12291(a)(38), (39), & (42).

Faith-Based and Community Organizations

Faith-Based and community organizations, including culturally specific organizations, tribal organizations, and population-specific organizations, that meet the eligibility requirements are eligible to receive awards under this solicitation (see [Civil Rights Office | Partnerships with Faith-Based and Other Neighborhood Organizations | Office of Justice Programs](#) (ojp.gov) for more information).

501(c)(3) Status

Any entity that is eligible for this program based on its status as a nonprofit organization must be an organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of that Code. See 34 U.S.C. § 12291(b)(15)(B)(i).

Ineligible Entities and Disqualifying Factors

Applications submitted by ineligible entities or that do not meet all program eligibility requirements will not be considered for funding. In addition, an application deemed deficient in one or more of the following categories may not be considered for funding: 1. activities that compromise victim safety, 2. out-of-scope activities, 3. unallowable costs, 4. pre-award risk assessment, 5. completeness of application contents, and 6. timeliness.

Failure to comply fully with all applicable unique entity identifier and SAM requirements (see Application and Submission section for more information on these requirements) will result in removal from consideration.

An applicant with past performance issues, long-standing open audits, or an open criminal investigation also may not be considered for funding.

Note: 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 program. See 34 U.S.C. § 12291(b)(15)(B)(ii).

Cost Sharing or Matching

This program has no matching or cost-sharing requirement.

Other Program Eligibility Requirements

In addition to meeting the eligible entity requirements outlined above, applicants for this program must also meet the requirements below. All certification and other eligibility related documents must be current and developed in accordance with the FY 2024 solicitation.

Required Partnerships

Each applicant must demonstrate that it is part of a multidisciplinary partnership. Per 34 U.S.C. § 12421(2), this required partnership must include:

1. At least one law enforcement agency.
2. At least one prosecutor's office.
3. At least one victim service provider (as defined in the Eligible Applicants section).
4. At least one nonprofit program or government agency with demonstrated experience in assisting individuals 50 years of age or older.

The required partnerships must be detailed in an MOU that is signed by the Authorized Representative of each partner.

Delivery of Legal Assistance Certification

Grantees who propose providing legal assistance after completing their needs assessment must submit a Delivery of Legal Assistance Certification with their Strategic Plan.

Pursuant to 34 U.S.C. § 12291(b)(12), to be eligible for an award, any recipient or subrecipient providing legal assistance with funds awarded under this program must certify in writing that:

1. any person providing legal assistance with funds through this program – (A)(i) is a licensed attorney or is working under the direct supervision of a licensed attorney; (ii) in immigration proceedings, is a Board of Immigration Appeals accredited representative; (iii) in Veterans' Administration claims, is an accredited representative; or (iv) is any person who functions as an attorney or lay advocate in Tribal court; and (B)(i) has demonstrated expertise in providing legal assistance to victims of domestic violence, dating violence, sexual assault, or stalking in the targeted population; or (ii)(I) is partnered with an entity or person that has demonstrated expertise described in clause (i); and (II) has completed, or will complete, training in connection with domestic violence, dating violence, stalking, or sexual assault and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide;
2. any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a tribal, state, territorial, local, or culturally specific domestic violence, dating violence, sexual assault or stalking victim service provider or coalition, as well as appropriate tribal, state, territorial, and local law enforcement officials;
3. any person or organization providing legal assistance with funds through this program has informed and will continue to inform state, local, or tribal domestic violence, dating violence, or sexual assault programs and coalitions, as well as appropriate state and local law enforcement officials of their work; and
4. the grantee's organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, domestic violence, dating violence, stalking, or child sexual abuse is an issue.

Limit on Number of Applications

OVW will consider only one application per organization for the same service area (i.e., the geographic area to be served). In addition, if an applicant submits multiple versions of the same

application, OVW will review only the most recent system-validated version submitted before the deadline.

Application and Submission Information

Address to Request Application Package

The complete application package (this solicitation, including links to required forms) is available on Grants.gov and on the [OVW website](#). Applicants wishing to request a paper copy of these materials should contact OVW at 202-514-7998 or Elder@usdoj.gov.

Pre-Application Information Session

OVW will conduct a live web-based pre-application information session. During this live session, OVW staff will review this program's requirements, review the solicitation, and allow for a brief question and answer period. The live session is tentatively scheduled for:

May 15, 2024, 2:00 PM ET.

Participation in a pre-application information session is optional and not a requirement to be eligible to apply and recording(s) will be available on the [OVW website](#).

To register for the live session, contact the Abuse in Later Life Program at OVW.Elder@usdoj.gov or at 202-812-6883. Registration must be received at least five days prior to the start of the session. Participants are not registered until they receive a confirmation email. The webinar will be captioned in English and Spanish. Interested applicants needing additional language assistance should contact this program at OVW.Elder@usdoj.gov or at 202-812-6883 as soon as possible, but no later than May 15, 2024.

Content and Form of Application Submission

The information below (**Letter of Intent** through **How to Apply**) describes the full content and form of application submission.

Letter of Intent

Applicants intending to apply for FY 2024 funding under this program are strongly encouraged to submit a Letter of Intent stating that they are registered and current with SAM and with Grants.gov. The letter should be submitted to OVW at OVW.Elder@usdoj.gov by May 21, 2024. This letter does not obligate the applicant to apply. See the OVW website for a sample [Letter of Intent](#).

Formatting and Technical Requirements

Applications must follow the requirements below for all documents attached to the application, unless otherwise noted. Points may be deducted for applications that do not adhere to the following requirements:

1. Double-spaced (charts may be single-spaced)
2. 8½ x 11 inch pages
3. One-inch margins
4. Arial font, type no smaller than 11 point, except for footnotes, which may be 9 point
5. Page numbers

6. No more than 15 pages for new applicants and no more than 20 pages for continuation applicants for the Proposal Narrative
7. 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 Contents

Applications must include the required documents and meet the program eligibility requirements. For a checklist, see the [Application Checklist](#) in the Other Information section of this solicitation.

OVW will not contact applicants for missing items on the list below. **Applications that do not include all the following documents will not be considered for funding:**

1. Proposal Narrative
2. Budget Detail Worksheet and Narrative
3. Signed Memorandum of Understanding (MOU)
4. Letters of Commitment (LOCs), if applicable.

Application for Federal Assistance (SF-424)

Applicants must complete the SF-424 in Grants.gov as part of **Step 1 of the application submission process**. The SF-424 is generated when the applicant begins the submission process in Grants.gov. For Type of Applicant (box 9), do not select "Other". The amount of federal funding requested in the "Estimated Funding" section of this form (box 18a) should match the amount of federal funding requested in the budget of the application. This program does not require a match; therefore, the value for the Applicant line (box 18b) should be zero. The individual who is listed as "**Authorized Representative**" (box 21) must have the authority to apply for and accept grant awards on behalf of the organization or jurisdiction.

Intergovernmental Review (SF-424 Question 19): This solicitation ("funding opportunity") is subject to Executive Order (E.O.) 12372, Intergovernmental Review of Federal Programs. Applicants must check the Office of Management and Budget's website for the names and addresses of state [Single Points of Contact](#) (SPOC) under Intergovernmental Review. If the applicant's state appears on the SPOC list, the applicant must contact the state SPOC to comply with the state's process under E.O. 12372. In completing the SF-424, the applicant must make the appropriate selection in response to question 19 once it has complied with its state E.O. 12372 process. An applicant whose state does not appear on the SPOC list should answer question 19 by selecting the following response: "Program is subject to E.O. 12372 but has not been selected by the state for review."

Disclosure of Lobbying Activities (SF-LLL)

All applicants must complete and submit the *Disclosure of Lobbying Activities* (SF-LLL) form in Grants.gov as part of **Step 1 of the application submission process**. Applicants that expend any funds for lobbying activities must provide the information requested on the SF-LLL. **Applicants that do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.**

Standard Applicant Information (JustGrants 424 and General Agency Information)

This section in the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. Applicants begin **Step 2 of the application submission process** by reviewing the Standard Applicant Information in JustGrants, making edits as needed, confirming the Authorized Representative, verifying the legal name and address, and entering the ZIP code(s) for the areas affected by the project.

Proposal Abstract

The Proposal Abstract must provide a short summary (no more than two pages double-spaced) of the proposed project, including names of applicant and partners, project title, purpose of the project (including goal and intended outcome), primary activities for which funds are requested, who will benefit (including geographic area to be served), products and deliverables, and how the applicant will measure progress in completing project goals and objectives. Do not summarize past accomplishments in this section. The Proposal Abstract, which is to be entered into a text box in JustGrants, will not be scored but is used throughout the review process.

Data Requested with Application

Applicants must complete three questionnaires in JustGrants: the Pre-Award Risk Assessment, the Applicant Entity Questionnaire, and the Abuse in Later Life Summary Data Sheet. These questionnaires are not scored. Applicants should click on the questionnaire name in JustGrants to access and complete each questionnaire. Although the questionnaires must be completed in JustGrants, the questions can be viewed in Appendices B, C, and D of this solicitation.

Proposal Narrative

The Proposal Narrative may not exceed 15 pages for new applicants or 20 pages for continuation applicants, pages, double-spaced. Reviewers will not read beyond this page limit. The Proposal Narrative must include the two sections below. The total point value for the proposal narrative section is (30 points). Applicants must upload the Proposal Narrative as an attachment in JustGrants.

Purpose of the Proposal (15 points)

This section must:

1. Describe the communities in the service area, including but not limited to: traditionally underserved populations, such as communities of color, people with disabilities, people who are Deaf or hard of hearing, persons with limited English proficiency, older adults, and LGBTQ+ communities.
2. Describe the geographic location and the percentage of over age 50 population in the service area and any available, relevant victimizations rates.
3. Detail the current response to abuse in later life for older victims within the proposed service area. This section must identify available services, as well as gaps and barriers in service provision.
4. All new applicants and continuation applicants that address training must identify existing training and/or educational programs available for those working with older victims (example: law enforcement officers, prosecutors, court officers, advocates, adult protective services APS workers) and explain why existing training and/or educational programs do not meet current needs.
5. Describe the need for project resources and how funding would alleviate that need. The need must directly relate to the stated gaps and barriers to providing services to older

victims in the service area and (if applicable) the need to provide training and/or educational programs for those working with older victims.

6. Applicants applying for up to an additional \$50,000 to fund project activities aimed at improving support for survivors from historically marginalized and underserved communities must identify the population(s) to be served and explain why existing services do not meet their needs.

Note: **Continuation** applicants that are not planning to use award funds for training do not need to address #4 and #5 and should state in this section that they are not planning to use grant funds to provide training.

What Will Be Done (15 points)

Applicants must address the four mandatory statutory purpose areas. Three of these purpose areas (training, cross-training, and the development or enhancement of a coordinated community response) require grantees to engage in mandated activities that have been developed by OVW and OVW TA providers. Applicants must outline in their MOUs how they and their partners will engage in those mandated activities. Because the activities to address the mandatory victim services purpose area will be different for each grantee based on the unique needs of their communities, applicants must detail plans for outreach and providing victim services in this section.

Services

Although grantees will work with OVW and the OVW TA providers to develop a Strategic Plan addressing outreach and direct services to older victims, based on current knowledge regarding the needs of the service community, applicants must:

1. Describe the outreach and services that the project anticipates providing to older victims. (If the applicant lacks sufficient information to address this issue, include a statement that appropriate data will be gathered during the planning phase.)
2. Provide the number of older victims currently receiving services from the MOU partners.
3. Detail the types of services provided.
4. Describe current outreach efforts focusing on older victims by the MOU partners.
5. Describe how the proposed project will address the unique needs of the traditionally underserved populations identified in the Purpose of the Proposal section above.
6. Describe how the proposed project will improve accessibility for people with disabilities and people who are Deaf or hard of hearing.
7. Describe how the proposed project will improve accessibility for people with limited English proficiency.
8. Describe how survivors and other people with relevant lived experiences have helped formulate and/or will be involved in shaping and implementing the project. Involving people with lived experience is a way to ensure that an approach is informed by people who have direct experience with the issues the approach is trying to alleviate. An example of involving people with lived experience is asking survivors who have obtained protection orders to help develop a brochure explaining the steps for requesting a protection order. For more information about engaging people with lived experience, see this brief from the Department of Health and Human Services.
9. Describe how the project will address victim confidentiality.
10. Detail what is currently being done to address victim safety and autonomy and describe how victim safety and autonomy will be addressed by the project.

Continuation applicants: Continuation applicants may propose projects that sustain or enhance services funded under their prior award and must:

1. Briefly detail the outreach and services implemented during the initial award and the status of outreach and services funded through the initial award, including whether those services have been sustained.
2. Identify successes and challenges experienced when implementing outreach and services under the initial award, and detail how the successes will be enhanced and the challenges addressed.
3. Detail how additional Abuse in Later Life funding would be used to sustain or enhance existing outreach and direct services.

New and **Continuation** applicants: Applicants that state they are addressing the priority area (addressing the needs of historically marginalized and underserved populations) must meet the following criteria to be given special consideration:

1. Identify the specific populations to be served under the grant project.
2. Describe the barriers individuals from these populations who are older victims experience while attempting to seek services.
3. Identify project partner(s) who identify with or are representative of these populations and detail their demonstrated experience in providing services that are reflective of and responsive to the specific populations.

Budget and Associated Documentation

Applicants must submit a detailed budget and budget narrative and must upload the applicable associated documentation as described below, under each heading. OVW strongly encourages using a spreadsheet (e.g., Excel, Numbers, etc.) for the budget attachments. The budget worksheet and budget narrative are worth a total of **20 points** and will be reviewed separately from the proposal narrative. The associated documentation will not be scored, but failure to include it may result in removal from consideration or a delay in access to funding.

Budget Worksheet and Budget Narrative (attachment)

Applicants must upload in JustGrants a detailed budget and budget narrative for all applicable cost categories. The budget narrative must describe each line item requested in the budget and explain all costs included in the budget, including how the costs of goods and services are determined and how they will fulfill the objectives of the project. See the Budget Information and Sample Budget Narrative in [Appendix A](#) and the [Creating a Budget](#) webinar on the OVW website. Keep in mind that budgetary requirements vary among programs. Budgets should be reasonable and based on the resources needed to implement their projects in their specific geographic location.

Award Period and Amounts

Funding levels under this program for FY 2024 are:

1. \$400,000 for projects with a service area population up to 400,000 for the entire 36 or 48 months.
2. \$600,000 for projects with a service area population 400,001 to 700,000 for the entire 36 or 48 months.
3. \$750,000 for projects with a service area population 700,001 and above for the entire 36 or 48 months.

4. \$750,000 for statewide projects, regardless of service area population for the entire 36 or 48 months.

Note:

Applicants seeking to address the OVW priority area to improve support for survivors from underserved communities (as described above) may request up to an additional \$50,000 in the total proposed budget. Applicants applying for this additional funding must propose to work with population specific organization(s) by including them as a MOU partner or partners. All partners should be compensated in the budget for their level of work.

1. **New** applicants: Requests for funding may not exceed \$750,000 for the 48-month project period.
Continuation applicants: Requests for funding may not exceed \$750,000 for the 36month project period.
2. Outreach and Services: **New** applicants must allocate a minimum of 25% of the proposed budget funds for outreach and direct services for older victims. **Continuation** applicants must allocate a minimum of 33% of the proposed budget funds for outreach and direct services for older victims. Outreach activities are limited to 10% of total award funds. Applications selected for funding that do not include the required allocation for outreach and services will not receive additional funds for this purpose but will be required to adjust their budgets to cover these costs prior to final approval of the proposal. The allocation should be clearly labeled as the "OVW allocation to support outreach and services" and be listed in the "Other" category.

The budget must:

1. Present a clear link between the specific project activities and the proposed budget items. The budget should not contain items that are not supported by the proposal narrative.
2. Fairly and reasonably compensate all project partners for their full level of effort, unless otherwise stated in the MOU. For more information on compensating project partners, see the Budget Information and Sample Budget Narrative in [Appendix A](#).
3. Include sufficient funds to provide language access or describe other resources available to the applicant to ensure meaningful access for persons with limited English proficiency. See Accessibility under the [Federal Award Administration Information](#) section of this solicitation for more information.
4. Include sufficient funds to provide access for people with disabilities or who are Deaf/hard of hearing, or describe other resources available to the applicant to ensure meaningful access for such people. See Accessibility under the [Federal Award Administration Information](#) section of this solicitation for more information.
5. Include funds to attend OVW-sponsored TTA including, but not limited to, the following: grantee orientation, law enforcement training of trainers component, advanced law enforcement training, prosecutors' institute, judicial institute, and direct services training of trainers component.
6. Include funds for outreach and direct victim services (a minimum of 25% for new applicants and 33% for continuation applicants).
7. Distinguish clearly between subawards and contracts in allocating any grant funds to other entities. Pursuant to 2 C.F.R. § 200.331, a subaward is for the purpose of carrying out a portion of the federal award, such as compensating an MOU partner; a contract is for the purpose of obtaining goods and services for the grantee's own use. The substance of the relationship is more important than the form of the agreement in

determining whether the recipient of the pass-through funds is a subrecipient or a contractor. The awarding and monitoring of contracts must follow the recipient's documented procurement procedures, including full and open competition, pursuant to the procurement standards and monitoring requirements in 2 C.F.R. §§ 200.317-200.327 & 200.329. The issuance and monitoring of subawards must meet the requirements of 2 C.F.R. § 200.332, which includes oversight of subrecipient/partner spending and monitoring performance measures and outcomes attributable to grant funds. For more information, see the Budget Information and Sample Budget Narrative in [Appendix A](#) and the [Solicitation Companion Guide](#) on the OVW website.

OVW awards are governed by the provisions of 2 C.F.R. Part 200 and the [DOJ Financial Guide](#), which include information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. For additional information on allowable and unallowable costs, see the Funding Restrictions section below and the Budget Information and Sample Budget Narrative in [Appendix A](#).

Funding Restrictions

The following information is provided to help applicants develop an application and budget consistent with program requirements.

Unallowable Costs

The costs associated with the activities listed below are unallowable and must not be included in applicants' budgets:

1. Lobbying.
2. Fundraising.
3. Purchase of real property.
4. Physical modifications to buildings, including minor renovations (such as painting or carpeting).
5. Construction.

Food and Beverage/Costs for Refreshments and Meals

Recipients **must** receive prior approval before using grant funds to provide a working meal and/or refreshments at a meeting, conference, training, or other event. Food and beverages are generally considered personal expenses for which government funds should not be used. Exceptions may be made for working meals that are necessary to accomplish official business and enhance the cost effectiveness of the meeting or conference. Examples include, but are not limited to:

1. The location of the event is not in close proximity to food establishments, despite efforts to secure a location near reasonably priced and accessible commercial food establishments.
2. Failure to serve 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 applicant's budget narrative, including relevant details about the applicant's community, such as a rural or remote location.

For additional information on restrictions on food and beverage expenditures, see [OVW conference cost planning](#).

Budget clearance does not constitute prior approval of food and beverage costs. Recipients must seek approval of these costs through the OVW conference approval process.

Conference Planning and Expenditure Limitations

Applicants' budgets must be consistent with all requirements (including specific cost limits and 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), and costs of attendance at such events. Information on conference planning, minimization of costs, and conference reporting is available at [OVW conference cost planning](#).

Budget clearance does not constitute prior approval to hold a conference. Recipients must seek approval of these costs through the conference approval process.

Pre-Award Costs

OVW generally does not allow pre-award costs. 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. See the [DOJ Financial Guide](#) for more information on pre-award costs.

Indirect Cost Rate Agreement (if applicable)

Applicants that intend to charge indirect costs through the use of a negotiated indirect cost rate must have a current, signed, federally approved indirect cost rate agreement and must upload and attach a copy of the agreement to their application in JustGrants. Applicants that do not have a current negotiated (including provisional) indirect cost rate, except for those non-federal entities described in [Appendix VII to Part 200 paragraph \(d\)\(1\)\(B\)](#), may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC).

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

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 attach it to their application in JustGrants. In addition, applicants may be required to submit their current year's audit report at a later time.

Disclosure of Process Related to Executive Compensation (if applicable)

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. If so, the applicant must upload and attach a document with these disclosures to its application in JustGrants.

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 satisfies certain rules set out in Internal Revenue Service regulations with regard to its compensation decisions.

Each applicant must state at the time of its application (in the Data Requested with Application section) 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 states that it uses the safe-harbor procedure, then it must disclose, in an attachment to its application (to be titled "Disclosure of Process Related to Executive Compensation"), the process it uses to determine the compensation of its officers, directors, trustees, and key employees (together, "covered persons"). See 34 U.S.C. § 12291(b)(15)(B)(iii).

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 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 a sample [Disclosure of Process Related to Executive Compensation](#) letter, see the OVW website.

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.

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., if the recipient changes in the way it determines compensation).

Memorandum of Understanding and Supporting Documents

Memorandum of Understanding (MOU) (35 or 50 points)

For purposes of this solicitation, the MOU is a document containing the terms of the partnership and the allocation of roles and responsibilities between two or more parties, and it must be included as an attachment to the application in JustGrants. The MOU is worth **(35) points** for all new applicants and continuation applicants that will address training and **(50) points** for continuation grantees that will not engage in training. The MOU is not a substitute for a subaward agreement, which ensures that subrecipients adhere to the requirements of the award and 2 C.F.R. Part 200 (see 2 C.F.R. § 200.332). Partners receiving funds under the award generally are considered subrecipients because they are carrying out a portion of the federal award.

The MOU **must** be a single document and **must** be signed and dated by the Authorized Representative of each proposed partner organization during the development of the application. OVW will accept electronic signatures. MOUs missing signatures may result in a point deduction or **removal from consideration, particularly if the MOU is missing the signature of a required partner**. If necessary, an MOU can include multiple signature pages so long as each page includes the names and titles of all signatories to the MOU. A sample [MOU](#) is available on the OVW website.

The MOU must clearly:

1. Identify each of the four required MOU partners:

- At least one law enforcement agency.
- At least one prosecutor's office.
- At least one victim service provider.
- At least one nonprofit program or government agency with demonstrated experience in assisting individuals in later life.

To ensure that services are available to older victims through the proposed project, the victim service provider must provide services to victims of domestic violence, dating violence, sexual assault, or stalking as one of its primary purposes. The nonprofit program or government agency with demonstrated experience in assisting individuals in later life must provide services to older individuals as one of its primary purposes.

2. For applicants applying for up to an additional \$50,000 to fund activities focused on historically marginalized and underserved communities, include a population specific organization(s) as an MOU partner(s) and detail how this partner(s) will be involved in project planning and implementation activities and fairly compensated for their participation in the project.
3. Provide a brief history of the collaborative relationship among partners, including when and under what circumstances the relationship began and when each partner entered into the relationship. Continuation applicants must state whether the partners were MOU partners on the initial award.
4. Describe the roles and responsibilities each partner will assume to ensure the success of the proposed project.
5. Demonstrate how the proposed partnership can address the needs of the traditionally underserved population(s) identified in the Purpose of the Proposal section.
6. State that each project partner has reviewed the MOU, including the program's requirements, and is aware of their roles and responsibilities as an MOU partner for the proposed project.
7. State that each project partner has reviewed the budget, is aware of the total amount being requested, and is being equitably compensated for their work under the grant or is agreeing to be partially compensated or receive no compensation from the grant.
8. Demonstrate a meaningful partnership among the required MOU partners and a commitment on the part of all project partners to work together to achieve stated project goals.
9. Describe the resources each partner will contribute to the project through time or in-kind contributions (e.g., office space, project staff, training).

10. Indicate if the project will satisfy the training requirement for law enforcement by providing the training virtually or through in-person eight-hour direct trainings and include a commitment to conduct these trainings.
11. If the project plans to satisfy the training requirement for law enforcement by providing the in-person eight-hour direct trainings, include a commitment from the four required project partners to each send representatives as part of an MDTT to the three-day law enforcement TOT component.
12. Indicate if in-person advanced trainings for law enforcement will be held and if so, include a commitment to conduct these trainings.
13. Indicate if cross-trainings for personnel from agencies of states or units of local government, attorneys, health care providers, population specific organizations, faith-based advocates, and victim service providers will be held, and if so, include a commitment to conduct these cross-trainings.
14. If the project plans to send an MDTT to the three-day direct services TOT component, include a commitment to send representatives from two project partners (one from the victim services program and one from the program or agency with demonstrated experience in assisting individuals in later life).
15. Indicate if prosecutors will attend the Prosecutors' Institute and include a commitment to send prosecutors to the event.
16. Indicate if judges will attend the national judicial institute.
17. Demonstrate a commitment to establish or support a multidisciplinary CCR addressing abuse in later life, including domestic violence, dating violence, sexual assault, stalking, exploitation, and neglect.
18. Include a commitment to provide outreach and direct services to older victims.

LOC(s), if applicable (15 points)

All new applicants and continuation applicants that propose to conduct trainings must submit an LOC from each agency and organization (including MOU partners) that commits its personnel to attend the following:

1. The local one-day law enforcement training or virtual training modules.
2. The local advanced law enforcement training.
3. The national prosecutors' institute.
4. The local direct services cross-training.

Each agency and organization must provide an LOC to the applicant to be submitted with the application. LOC(s) must accompany the application as attachments to the application in JustGrants. Letters sent separately from the application will not be considered during the review process. Law enforcement agencies committing to having personnel complete both the local one-day law enforcement training or virtual training modules and local advanced law enforcement training may provide details of these commitments in a single letter. While LOCs are not required for judges attending the Enhancing Judicial Skills in Abuse in Later Life Cases Workshop, they may be submitted with the application.

LOCs must clearly:

1. Provide the name of the agency/organization having the appropriate personnel complete training.
2. Include a clear and direct statement that the agency/organization is committed to having its personnel complete training.

3. Identify the type of personnel (law enforcement officers, prosecutors, victim service providers, government personnel) who will attend training.
4. Include an estimate of the number of personnel who will be sent to receive training outlined above.
5. Law enforcement agencies must include a commitment that officers/detectives/investigators will complete the entire local one-day (eight-hour) training or the virtual training modules.
6. Law enforcement agencies must include a commitment that officers/detectives/investigators will complete the entire local advanced law enforcement training.
7. Law enforcement agencies must include the size of the law enforcement agency (specifically, the number of sworn law enforcement personnel employed by the agency).
8. Prosecutors' offices must include a commitment that prosecutors will travel to and complete the four-day National Institute on the Prosecution of Elder Abuse.
9. Agencies/organizations must include a commitment that personnel will complete the one-day cross-training that would be held in their community.

Number/Percentage of Personnel Committed to Attend Training

Training a significant number of law enforcement, prosecutors, victim service providers, and other professionals is a critical goal of the Abuse in Later Life Program. It is necessary increase the number of professionals able to recognize the signs of abuse in later life and connect older victims with appropriate services. Thus, the following will be considered when scoring the LOCS:

- The number of officers/deputies/detectives/investigators that law enforcement agencies are committing to complete the local one-day law enforcement training or virtual training modules.
- The number of officers/deputies/detectives/investigators that law enforcement agencies are committing to send to the advanced law enforcement training. The size of the law enforcement agency (specifically, the number of sworn law enforcement personnel employed by the agency).
- The number of prosecutors committed to attend the National Institute on the Prosecution of Elder Abuse.
- The number of victim service providers and other professionals that agencies and organizations are committing to attend the direct services cross-training.

LOCs that do not clearly specify the number of personnel who will attend trainings will not be considered during the review process.

Letters of support may not be submitted in lieu of the LOCs.

Additional Application Components

The following components will not be scored but must be included with the application. Failure to do so may result in the application being removed from consideration. Some components will be generated during the application submission process while others will be uploaded and attached to the application in JustGrants.

Letter of Nonsupplanting

Applicants must attach a letter to OVW's Director, signed by the Authorized Representative, certifying that federal funds will not be used to supplant non-federal funds should a grant award be made. A sample [Letter of Nonsupplanting](#) is available on the OVW website.

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

As noted under the [Eligible Applicants](#) section, an entity that is eligible for this program based on its status as a nonprofit organization must be an organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of the Code. All such applicants are required to attach a determination letter from the Internal Revenue Service recognizing their tax-exempt status. OVW cannot make an award to any nonprofit organization that does not submit a 501(c)(3) determination letter from the Internal Revenue Service.

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 VAWA, as amended. Applicants must upload and attach, under Additional Attachments in JustGrants, the completed acknowledgement form available on the [OVW website](#). This form must be signed by the Authorized Representative.

Summary of Other Federal Funding

Applicants must disclose whether they have any of the following: 1) an OVW grant or cooperative agreement that is open or that closed within 12 months of the date this solicitation closes; 2) a subaward under an OVW grant or cooperative agreement that is open or that closed within 12 months of the date this solicitation closes; 3) a pending OVW application as either the lead applicant/potential recipient or as a partner/potential subrecipient; 4) a federal award to do the same or similar work; or 5) a pending federal application to do the same or similar work.

Applicants will provide this information by completing the Summary of Other Federal Funding form in the Disclosures and Assurances section of JustGrants during the application submission process.

Disclosures and Assurances

All applicants must review, complete, and submit all disclosures, assurances, and certifications as described below.

Disclosure of Lobbying Activities

Applicants must complete and submit the *Disclosure of Lobbying Activities* (SF-LLL) form in Grants.gov before beginning the application process in JustGrants.

DOJ Certified Standard Assurances

Applicants must read and acknowledge the DOJ Certified Standard Assurances in JustGrants.

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants must read and acknowledge these DOJ certifications in JustGrants.

Prior to Application Submission

Unique Entity Identifier (UEI) and System for Award Management (SAM)

Entities applying for the first time must register with the following systems:

- SAM.gov: Registration with [SAM.gov](https://sam.gov) includes receiving a UEI and takes an average of **2 to 3 weeks**.
- Grants.gov: Registration with [Grants.gov](https://grants.gov) takes an average of **1 week**.
- JustGrants: Registration with JustGrants needs to be completed **ONLY** after successful submission of Step 1 of the application as described below under [How to Apply](#).

Note: Registration time frames are estimates. Applicants experiencing registration challenges should refer to the *OVW Policy for Applicants Experiencing Technical Difficulties During the Registration and Submission Processes* section below for guidance on how to proceed.

Entities that have previously applied for funding from DOJ must ensure their accounts with SAM, Grants.gov, and JustGrants are active and up to date.

It is the applicant's responsibility to ensure that they are registered with SAM, Grants.gov, and JustGrants. OVW strongly encourages all applicants to begin the registration process, or ensure that all accounts are active and up to date, by **May 28, 2024**. **Failure to do so may result in missing the application deadline and therefore not being considered for funding.**

Applicants experiencing technical difficulties with SAM should go to https://www.fsd.gov/qsafsd_sp.

Applicants experiencing technical difficulties with Grants.gov should contact support@grants.gov.

Applicants experiencing technical difficulties with JustGrants should contact OVW.JustGrantsSupport@usdoj.gov.

How to Apply

Submission Dates and Times

All applications must be submitted electronically first in Grants.gov (SF-424 and SF-LLL) and then in JustGrants. **Applicants must make every effort to submit their application in Grants.gov and JustGrants. Note: The Grants.Gov deadline is 11:59 pm ET on June 18, 2024 and the JustGrants application deadline is 8:59 pm ET on June 20, 2024.** Applicants experiencing technical difficulties during the application submission process should refer to the *OVW Policy for Applicants Experiencing Technical Difficulties During the Registration and Submission Processes* below for guidance on how to proceed.

OVW strongly encourages all applicants to begin the application submission process at least 48 hours prior to the Grants.gov application deadline. Failure to do so may result in missing the application deadline and therefore not being considered for funding.

OVW will not accept applications after the JustGrants deadline, except for severe inclement weather or natural or man-made disaster. See the *OVW Policy on Late*

Submission Request Due to Severe Inclement Weather or Natural or Man-Made Disaster below.

Submission Information and Other Submission Requirements

Applications must be submitted to OVW through a two-step process that begins in Grants.gov and is completed in JustGrants:

Step 1: The applicant must submit by the Grants.gov deadline (provided above) the required Application for Federal Assistance standard form (SF-424) and the Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov. To view the forms prior to completing them in Grants.gov, applicants can go to the Package tab under the funding opportunity that they're applying for and select Preview. The Preview then provides links to the forms.

Step 2: The applicant must then submit the full application, including attachments, in JustGrants at <https://justicegrants.usdoj.gov/> by the JustGrants application deadline (provided above). OVW encourages applicants to review the [JustGrants](#) website for more information, resources, and training.

Tip: JustGrants functions better using a PC with Chrome or Edge web browser.

OVW Policy for Applicants Experiencing Technical Difficulties During the Registration and Submission Processes

Technical difficulties are issues that are beyond the applicant's control. OVW can confirm when each registration and/or submission action began.

Technical difficulties with SAM or Grants.gov

1. Contact SAM or Grants.gov support as soon as the applicant is aware of a problem.
2. Maintain documentation of when the issue began and all communication with technical support.
3. Before the Grants.gov deadline, notify OVW, via email at email at OVW.Elder@usdoj.gov, stating the applicant is experiencing technical difficulties with SAM or Grants.gov. The applicant should provide regular updates to this program via email at OVW.Elder@usdoj.gov.
4. If the technical difficulty cannot be resolved before the Grants.gov deadline, the applicant must notify OVW via email at OVW.Elder@usdoj.gov before the Grants.gov deadline.
5. Once the Grants.gov deadline passes an applicant will not be able to apply in JustGrants. Therefore, the applicant **must** email the complete application (SF-LLL, SF-424, Proposal Narrative, Budget and Budget Narrative, MOU, LOC(s), if applicable) and all documentation confirming the technical difficulty to OVW at OVW.Elder@usdoj.gov by **8:59 p.m. E.T. on June 20, 2024**.

Technical difficulties while applying in JustGrants

1. Contact OVW JustGrants Support at OVW.JustGrantsSupport@usdoj.gov or 866-655-4482 as soon as the applicant is aware of a problem. OVW JustGrants Support is a separate Help Desk from OJP and COPS and is dedicated to OVW applicants.
2. Maintain documentation of all communication with OVW JustGrants Support.
3. Actively work with OVW JustGrants Support to resolve the technical difficulty.

4. Contact OVW, via email at OVW.Elder@usdoj.gov, prior to the JustGrants deadline (**8:59 p.m. E.T. on June 18, 2024**). If an applicant must submit their application via email due to a technical difficulty, they must do so by the JustGrants application deadline, but **no earlier than 4 hours prior to the deadline**. The email must include the following:
 - A detailed description of the technical difficulty.
 - The contact information (name, telephone, and email) for the person making the request.
 - The applicant's UEI number.
 - JustGrants application numbers and User Support tracking numbers.
 - The complete application (SF-LLL, SF-424, Proposal Narrative, Budget and Budget Narrative, MOU, LOC(s)).

It is not guaranteed that applications submitted via email will be considered for funding, even if the email is received before the JustGrants application deadline. OVW will decide and notify applicants of the decision within 30 days of the JustGrants application deadline. Applicants may be asked to coordinate with OVW to submit their application in Grants.gov and JustGrants later.

OVW Policy on Late Submission Request Due to Severe Inclement Weather or Natural or Man-Made Disaster

Cases of severe inclement weather or natural or man-made disaster are the only circumstances under which OVW may accept applications after **8:59 pm ET on June 18, 2024**. The information below provides the process applicants must follow in such a circumstance.

1. Contact this program at OVW.Elder@usdoj.gov as soon as the applicant is aware of severe weather or a natural or man-made disaster that may impede the submission of an application by the deadline. The email should include a detailed description of the weather event or natural or man-made disaster. A detailed description includes when the event occurred, or is likely to occur, the impacted area, and the specific impact on the applicant and/or partners' ability to submit the application by the deadline (e.g., without power for "x" days, office closed for "x" days). If the application is complete and ready for submission at the time the applicant notifies OVW, the application should be included with the email.
2. Applicants impacted by severe weather or a natural or man-made disaster occurring on or around the deadline must contact OVW within 48 hours after the deadline or as soon as communications are restored.

Note: OVW may not be able to accommodate all requests resulting from severe inclement weather or a natural or man-made disaster.

OVW will review the request for late submission and required documents and notify the applicant whether the request has been approved or denied within 30 days of the submitted request.

Application Review Information

Review Criteria

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, capacity of the applicant and any partners, 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 regardless 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 Abuse in Later Life Program, scoring will be as follows:

1. Proposal narrative: (30) points, of which:
 - A. Purpose of the proposal: (15) points.
 - B. What will be done: (15) points.
2. Budget worksheet and budget narrative: (20) points.
3. MOU: (35) points for all new applicants and continuation applicants that will address training and (50) points for continuation grantees that will not engage in training.
4. LOC(s): (15) points for all new applicants and continuation applicants that will address training.

Voluntary match or other cost sharing methods will not be considered in the evaluation of the application.

Review and Selection Process

Applications will be subject to a peer review and a programmatic review.

Peer Review

OVW will subject all eligible, complete, and timely applications to a [peer review process](#) that is based on the criteria outlined in this solicitation. OVW may use internal reviewers, external reviewers, or a combination of both.

OVW peer reviewers may include victim advocates, judges, prosecutors, law enforcement officers, legal professionals, and others with expertise in areas such as tribal communities, colleges and universities, rural areas, urban areas, working with people with disabilities or older adults, and providing services to victims, including transitional housing and services provided by culturally specific organizations and the faith community. While some peer reviewers are expert consultants on violence against women issues, the vast majority are current practitioners or recent retirees from the professions mentioned above. To ensure that applications are reviewed by people with on-the-ground experience responding to sexual assault, domestic violence, dating violence, or stalking, OVW does not use professional peer reviewers.

Programmatic Review

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

1. Activities that compromise victim safety and recovery and undermine offender accountability (deduct up to 25 points).
2. Out-of-scope and unallowable activities (deduct up to 25 points).
3. Past performance (deduct up to 25 points).
4. Formatting and Technical Requirements (deduct up to 5 points).

An application that is 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. **An applicant with considerable**

past performance issues may receive a deduction in points as listed above or be removed from consideration regardless of the application's peer review score.

Past Performance Review

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

1. Adherence to the grant program's statutory purposes and requirements.
2. Implementation of the project according to plan, without significant obstacles and/or challenges.
3. Implementation of the project within the original period of performance.
4. Drawdown of funds commensurate with the level of program activities completed.
5. Management of award such that applicant has had uninterrupted access to funds.
6. Attendance at/participation in all required OVW-sponsored training and technical assistance events.
7. Timely resolution of issues identified during programmatic monitoring.
8. Completion of close-out of prior awards within 120 days of the project end date.
9. Timely resolution of issues necessary to close out prior awards.
10. Timely resolution of issues identified during financial monitoring.
11. Timely response to OVW requests.
12. Development of deliverables that support the project goals and objectives and are of acceptable quality.
13. Implementation of the project as designed without unjustified modification.
14. Timely submission of federal financial reports (FFR).
15. Timely submission of performance reports.
16. Submission of complete and accurate performance reports.
17. Adherence to the terms and conditions of existing grant award(s) from OVW.

Prior to making an award, OVW is required to review and consider any information about applicants included in the designated integrity and performance system accessible through SAM. Applicants may review and comment on information about themselves that another federal awarding agency has previously entered. OVW will consider the applicant's comments as well as other information available in SAM in making its judgment about the risk posed by making an award to the applicant as described in 2 C.F.R. § 200.206.

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 consider factors including, but not limited to, reaching underserved populations, geographic diversity, OVW 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 down 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 may not be considered for funding.

Federal Award Administration Information

Federal Award Notices

Successful applicants will receive OVW award notifications electronically from JustGrants (not Grants.gov). Recipients will be required to log into JustGrants to review and accept the award. The Authorized Representative must acknowledge having read and understood all sections of the award instrument and submit the required declaration and certification to accept the award; these steps will be completed electronically in JustGrants.

Administrative, National Policy, and Other Legal Requirements

Information for All Federal Award Recipients

Applicants selected for awards must agree to comply with additional legal, administrative, and national policy requirements. OVW strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. This information can be found in the section of the [Solicitation Companion Guide](#) entitled “Post-Award Requirements for All Federal Award Recipients.”

[Terms and conditions](#) for OVW awards are available on the OVW website. 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 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. Recipients may provide sex-segregated or sex-specific programming if doing so is necessary for the essential operation of a program, so long as the recipient provides comparable services to those who cannot be provided with the sex-segregated or sex-specific programming. 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. Compliance with these laws includes taking reasonable steps to ensure that persons who are limited in their English proficiency have meaningful access to recipients’ programs and activities. Recipients are also responsible for ensuring that their programs and activities are readily accessible to people with disabilities, including those with physical or cognitive disabilities, as well as people who are Deaf or hard of hearing. OVW encourages applicants to go beyond minimum compliance with these requirements and allot sufficient resources to ensure programs and activities are accessible. More information on these obligations is available in the [Solicitation Companion Guide](#) under “Civil Rights Compliance.”

General Information about Post-Federal Award Reporting Requirements

OVW grantees are required to submit semi-annual performance reports and quarterly Federal Financial Reports (SF-425). Performance report forms will be provided to all award recipients. Forms will be submitted electronically. Future awards and fund drawdowns may be withheld if reports are delinquent. For more information on post award reporting requirements, including requirements for certain recipients to report information on civil, criminal, and administrative

proceedings in SAM, see the [Solicitation Companion Guide](#) and the award condition on recipient integrity and performance matters available on the [OVW website](#).

Federal Awarding Agency Contact(s)

For assistance with the requirements of this solicitation, contact the following:

- Programmatic questions, contact this program at 202-812-6883 or
- OVW.Elder@usdoj.gov and reference this solicitation.
- Financial questions, contact 888-514-8556 or ovw.gfmd@usdoj.gov
- Technical questions:
 - Grants.gov Applicant Support at 800-518-4726 or support@grants.gov
 - OVW JustGrants Support at 1-866-655-4482 or OVW.JustGrantsSupport@usdoj.gov

Other Information

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, easily understood, and not unnecessarily burdensome. The estimated average time to complete and file this form is 30 hours. Comments regarding the accuracy of this estimate or suggestions for simplifying this form can be submitted to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street, NE, Washington, DC 20530.

Note: Any materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.

Application Checklist

Applicants must submit a fully executed application to OVW, including all required supporting documentation. If an applicant plans to submit an application under any other OVW grant program this fiscal year, it is the applicant's responsibility to 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 Program letter submitted with a Transitional Housing Program application will not be transferred to the Rural application).

Application Document	Date Completed
1. Letter of Intent	
2. Application for Federal Assistance: SF-424	
3. Disclosure of Lobbying Activities (SF-LLL)	
4. Proposal Abstract	
5. Data Requested with Application: a) Pre-Award Risk Assessment b) Applicant Entity Questionnaire c) Summary Data Sheet	
6. Proposal Narrative: a) Purpose of the Proposal b) What Will Be Done	
7. Budget Worksheet and Budget Narrative (attachment)	
8. Indirect Cost Rate Agreement (if applicable)	
9. Applicant Financial Capability Questionnaire (if applicable)	
10. Disclosure of Process Related to Executive Compensation (if applicable)	
11. Memorandum of Understanding	
12. Letters of Commitment [if applicable]	
13. Letter of Nonsupplanting	
14. Proof of 501(c)(3) Status (Nonprofit Organizations Only)	
15. Confidentiality Notice Form	
16. Summary of Other Federal Funding	

APPENDIX A

Budget Information and Sample Budget Narrative

Budget Information and Sample Budget Narrative

Budget Information

Cost information for selected items is provided below to assist applicants in preparing their budgets. Additional information is available in the [DOJ Financial Guide](#).

Consultants/Contracts

Compensation for services by an individual consultant must be reasonable and consistent with that paid for similar services in the marketplace. Applicants must consider the type of services provided and the individual's experience and expertise when deciding if a consultant's rate is reasonable. Applicants are strongly discouraged from requesting consultant rates over \$650 per day. Please note that the rate does not need to be as high as \$650 for all consultants. If a project is 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 must also include all costs associated with consultants or contractors in the "Procurement Contracts" category, including travel-related costs. Applicants should not reflect these costs in the Personnel or Travel categories.

Applicants must follow the same established procurement policies with federal funds as with non-federal funds. All procurement transactions, including the awarding of consultant contracts, must be conducted in a manner that provides maximum open, free, and fair competition, and must follow 2 C.F.R. §§ 200.317-200.327. All sole-source procurements (not awarded competitively) over \$250,000 require prior approval from OVW. This applies to procurements of goods and services, but not to selection of subrecipients.

MOU Partner/Subrecipient versus Contractor Determination

Memorandum of Understanding (MOU) project partners are generally considered subrecipients for time spent working on program objectives. The following MOU project partner responsibilities are consistent with the characteristics in 2 C.F.R. § 200.331 that support their classification as subrecipients:

- they are using federal funds to carry out a program for a public purpose specified in the authorizing statute;
- they are responsible for adherence to program requirements;
- they are responsible for programmatic decision-making;
- their performance is measured by meeting program objectives; and
- in some cases, they may be responsible for determining who is eligible to receive assistance (services) under the grant award.

In contrast, a contractor:

- provides goods and services within normal business operations;
- provides similar good and services to many different purchasers;
- normally operates in a competitive environment;
- provides goods and services that are ancillary to the operation of the program; and
- provides goods or services to which programmatic requirements generally do not apply.

For additional information on determining subrecipient or contractor designation, please refer to [2 C.F.R. § 200.331](#), as well as the Solicitation Companion Guide, available at <https://www.justice.gov/ovw/resources-applicants>.

Compensation for Partners

In developing budgets, applicants should compensate all project partners for their participation in 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 services programs, and state and tribal domestic violence and/or sexual assault coalitions. Partners are generally considered subrecipients and are reimbursed for their actual costs incurred for the project rather than on a fee for service basis. If a partner is a state or local governmental agency and the partnership duties are performed 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 (typically in the MOU).

Training and Technical Assistance/Travel

The program solicitation specifies that grant funds must be budgeted for OVW-funded training and technical assistance. These funds must **only** be used for OVW-designated technical assistance, unless otherwise approved by OVW. These funds are to be used to support travel by all project partners, including nonprofit, nongovernmental service providers, to technical assistance events. This may include travel by individuals whose positions are not grant-funded if their roles and responsibilities are linked to the purpose of the project. If the technical assistance funds will be shared between the applicant and any project partners, the applicant's employees' travel costs must be listed in the "Travel" category in the budget, and partners' travel must be in the "Subawards" category. Label both costs as "OVW Technical Assistance" and ensure they total to the full required amount. Do not include registration fees, as OVW technical assistance is free for grantees.

If applicants are aware of relevant non-OVW sponsored conferences or training for which they would like permission to use grant funds to attend, they can budget expenses over the required amount.

Rent

Rental costs are generally allowable under OVW programs. Applicants must 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 facility. **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. The applicant must state in the budget narrative whether they own the space that will be rented. Refer to the following document for more information on how to appropriately allocate and break down the cost of rent in the budget: Cost Allocation Information, available at <https://www.justice.gov/ovw/resources-applicants>.

Audit Costs

Costs for audits not required or performed in accordance with 2 C.F.R. Part 200 Subpart F – Audit Requirements are unallowable. If the applicant agency did not meet the applicable expenditure threshold (see 2 C.F.R. § 200.501) during the organization's fiscal year, they may not charge the cost of any audit performed to the grant.

Indirect Costs

Applicants that intend to charge indirect costs through the use of a negotiated indirect cost rate must have a current, signed, federally approved indirect cost rate agreement and must upload and attach a copy of the agreement to their application in JustGrants. Applicants that do not

have a current negotiated (including provisional) indirect cost rate, except for those non-Federal entities described in Appendix VII to Part 200 paragraph (d)(1)(B), may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC). Organizations that wish to negotiate an indirect cost rate should contact OVW's Grants Financial Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 for more information. Applicants may also choose to waive indirect costs.

Purchase and/or Lease of Vehicles

The purchase and lease of vehicles are prohibited under most OVW grant programs. However, some programs allow for purchasing vehicles on a case-by-case basis. Refer to the program solicitation to determine whether vehicles can be purchased or leased. A lease/purchase analysis must be submitted with the application if requesting a vehicle.

Non-Federal contributions

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

If the applicant voluntarily decides to provide matching funds through the use of in-kind contributions and includes 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 these 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 OVW to close out the grant award.

Cost Allocations

Costs for shared items, those not used solely for the award, should be equitably distributed to the funding sources that receive a benefit from the items. For example, when budgeting for general office supplies, it is important to note that the full cost cannot be allocated to the project. Instead, an allocation method should be used to share the cost among all staff who use the supplies. Refer to the following document for information on allocating shared costs in the budget: Cost Allocation Information, available at <https://www.justice.gov/ovw/resources-applicants>.

Accessibility

The program solicitation requires that the applicant include sufficient funds to provide language access or describe other resources available to the applicant to ensure meaningful access for persons with limited English proficiency, including by offering translation and interpretation services, and to provide access for people with disabilities or who are Deaf/hard of hearing.

Determining how much to budget for accessibility requires that recipients analyze the following:

- Available data about the local population to understand the language and accessibility needs in their service area;
- Historical data on screening and serving individuals who are LEP, Deaf or Hard of Hearing, or disabled; and
- Costs or documented estimates of language and other accessibility services and modifications in the service area. For resources and assistance in this process, visit <https://www.justice.gov/atj> and <https://www.lep.gov/>.

Recipients should make every effort to use these funds for their budgeted purpose of providing accessibility, and not reallocate them for other purposes later in the project.

Sample Budget Narrative

Purpose: The Sample Budget Narrative may be used to assist with preparing the budget and narrative. Applicants may use this form or the format of their choice (plain sheets, Excel document, the applicant’s 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 the applicant’s project may be deleted.

Note: The following budget is an example intended to assist applicants in preparing their budgets. The sample expenses may not fit the purposes or activities of this particular grant program.

A. Personnel – List each position by title and employee name, if available. Show the annual salary rate and the percentage of time 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>
Project Coordinator	\$50,000 x 100% x 4 years	\$ 200,000
Administrative Assistant	\$45,000 x 10% x 4 years	\$ 18,000

Sample narrative: The Project Coordinator will dedicate 100% of their time to coordinate the Abuse in Later Life Program project by organizing regular coordinated community response meetings between all project partners, planning and scheduling trainings, ensuring compliance with program requirements, and serving as the central point of contact for all project activities.

The Administrative Assistant for the project will spend 10% of their time on the project, providing administrative and clerical support for activities directly related to this project.

TOTAL PERSONNEL: \$ 218,000

B. Fringe Benefits – Fringe benefits must 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>
Project Coordinator		
Employer’s FICA	\$200,000 x 7.65%	\$ 15,300
Health Insurance	\$4,800/year x 100% x 4 years	\$ 19,200
Worker’s Compensation	\$200,000 x 1.00%	\$ 2,000
Unemployment Compensation	\$200,000 x 0.50%	\$ 1,000

Administrative Assistant

Employer's FICA	\$18,000 x 7.65%	\$ 1,377
Health Insurance	\$4,800/year x 10% x 4 years	\$ 1,920
Worker's Compensation	\$18,000 x 1.00%	\$ 180
Health Insurance	\$18,000 x 0.50%	\$ 90

Sample Narrative: We request fringe benefits for the Project Coordinator and the Administrative Assistant. Each employee's share of Health Insurance cost is prorated based on their projected time on the project.

TOTAL FRINGE BENEFITS: \$ 41,067

C. Travel – Project staff travel expenses should be itemized by purpose (e.g., training, field interviews, advisory group meeting, etc.) and include the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X per diem). For 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, either the applicant's policy or Federal Travel Regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
OVW New Grantee Orientation (3 days)	TBD	Airfare	\$500 (avg.) x 2 staff x 1 trip	\$ 1,000
		Lodging	\$ 224 (avg.) x 3 nights x 2 staff	\$ 1,344
		Per diem	\$ 71 (avg.) x 4 days x 2 staff	\$ 568
		Local travel	\$100 (avg.) x 2 staff	\$ 200
		Subtotal OVW-NGO Training:		
Law Enforcement TOT Training (3 days)	TBD	Airfare	\$500 (avg.) x 1 staff x 1 trip	\$ 500
		Lodging	\$ 224 (avg.) x 3 nights x 1 staff	\$ 672
		Per diem	\$ 71 (avg.) x 4 days x 1 staff	\$ 284
		Local travel	\$100 (avg.) x 1 staff	\$ 100
		Subtotal Law Enforcement TOT Training		
Direct Service TOT Training (3 days)	TBD	Airfare	\$500 (avg.) x 1 staff x 1 trip	\$ 500

Lodging	\$ 224 (avg.) x 3 nights x 1 staff	\$ 672
Per diem	\$ 71 (avg.) x 4 days x 1 staff	\$ 284
Local travel	\$100 (avg.) x 1 staff	\$ 100
Subtotal Direct Service TOT		<u>\$ 1,556</u>
Training:		

Local Program Mileage	XYZ County	150 miles/month x \$0.67/mile x 48 months	\$ 4,824
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Sample narrative: Funds have been included in the budget for the project coordinator to attend the mandated program trainings (new grantee orientation, law enforcement TOT, and victim services TOT) and for a representative from the grantee organization to attend new grantee organization as an MOU partner. The training session locations are currently unknown. Travel estimates are based on the subrecipient’s formal written travel policy.

It is expected that the Program Coordinator will use a privately owned vehicle for local program mileage when traveling between the main office and all partner organizations. The rate for mileage reimbursement is calculated based on the current GSA Mileage Reimbursement Rate of \$0.67/mile and is estimated to be around 150 miles per month for a period of 48 months.

TOTAL TRAVEL: \$ 11,048

D. Equipment – List tangible personal property with a useful life of more than one year that needs to be purchased to support the project. It is important to follow the applicant’s own capitalization policy for equipment classification. For high-cost items and information technology systems, applicants should perform an analysis (and attach it to the application) that compares the cost of purchasing versus leasing equipment items, to determine the most economical approach. Rented or leased equipment items should be listed in the “Procurement Contracts” category. Describe in the narrative how the equipment is necessary for the success of the project.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Laptop Computer	\$1,100 x 1 computer	\$ 1,100
Projector and speakers	\$1,200 x 1 projector and pair of speakers	\$ 1,200

Sample narrative: The computer will be used by the Project Coordinator. Projector and speakers will be used at the local trainings and will be used in years 2 through 4 of the grant for outreach events. Our capitalization threshold is \$1,000, so these items are classified as Equipment.

TOTAL EQUIPMENT: \$ 2,300

E. Supplies – List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, thumb drives, and flash drives) and show the basis for computation. Generally, supplies include any expendable or consumable materials that are used during the project period that are not equipment.

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
Office Supplies for the project (paper, printer, toner, pens, etc.)	\$250/month x 55% x 48 months	\$6,600
Postage for project	\$100/month x 55% x 48 months	\$2,640

Sample narrative: Office supplies and postage are needed for the general operation of the program and are shared amongst all office staff. The FTE allocation rate for shared costs incurred by all staff in this budget is 55% (based on total FTEs in the office is 2FTEs, and total FTEs in this budget is 1.1FTE, so $1.1 / 2 = 0.55$, or 55%). Monthly costs for Office Supplies at \$250/month and Postage at \$100/month are estimated based on historical data. Charges to the grant will be based on the actual supplies purchased and actual percentage of staff time worked on the project (not budgeted amounts).

TOTAL SUPPLIES: \$9,240

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

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

G. Subawards (subgrants): Describe project activities for which subrecipients/MOU partners will receive compensation under the award, including services for clients. Include any compensation for partner/subrecipient travel in this section as well.

Subrecipient Name

XYZ Law Enforcement Organization

<u>Purpose</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
LE Officers	Local/national	Training	\$30/hr (avg) x 100 hours	\$3,000
Local in-person Law Enforcement Training (8-hours)	Local	Reimburse law enforcement agencies	\$30/hr (avg) x 8 hours x 100 officers	\$24,000
OVW-New Grantee Orientation (3 days)	TBD	Airfare	\$500 (avg.) x 1 staff x 1 trip	\$500

		Lodging	\$224 (avg.) x 3 nights x 1 staff	\$672
		Per Diem	\$71 (avg.) x 4 days x 1 staff	\$284
		Local Travel	\$100 (avg.) x 1 staff	\$100
Law Enforcement TOT Training (3 days)	TBD	Airfare	\$500 (avg.) x 2 staff x 1 trip	\$1,000
		Lodging	\$ 224 (avg.) x 3 nights x 2 staff	\$1,344
		Per Diem	\$ 71 (avg.) x 4 days x 2 staff	\$568
		Local Travel	\$100 (avg.) x 2 staff	\$200

Subtotal XYZ Law Enforcement Organization Subaward \$31,668

Sample narrative: Funds are included to reimburse law enforcement agency(s) for staff time spent serving as trainers for the local law enforcement training and time spent by sworn personnel attending the in-person 8-hour mandatory law enforcement training. The MOU partner, XYZ Law Enforcement Organization, will send one representative to New Grantee Orientation and two representatives to the Law Enforcement TOT Training. Travel estimates are based on the subrecipient's formal written travel policy. The training session locations are currently unknown.

XYZ Prosecutor's Office

<u>Purpose</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Prosecutor	Local/national	Training	\$30/hr (avg) x 100 hours	\$3,000
OVW-New Grantee Orientation (3 days)	TBD	Airfare	\$500 (avg.) x 1 staff x 1 trip	\$500
		Lodging	\$224 (avg.) x 3 nights x 1 staff	\$672
		Per Diem	\$71 (avg.) x 4 days x 1 staff	\$284
		Local Travel	\$100 (avg.) x 1 staff	\$100
Law Enforcement TOT Training (3 days)	TBD	Airfare	\$500 (avg.) x 2 staff x 1 trip	\$1,000
		Lodging	\$ 224 (avg.) x 3 nights x 2 staff	\$1,344

Per Diem	\$ 71 (avg.) x 4 days x 2 staff	\$568
Local Travel	\$100 (avg.) x 2 staff	\$200

Subtotal XYZ Prosecutor’s Office Subaward \$11,370

Sample narrative: The MOU partner, XYZ Prosecutor’s Office, will send one representative to New Grantee Orientation, two representatives to the Law Enforcement TOT Training, and two representatives to the Prosecutors’ Institute. Prosecutor’s office(s) is being compensated for staff time spent serving as trainers for the local law enforcement training and to localize the training materials, so they are relevant for our jurisdiction. Travel estimates are based on the subrecipient’s formal written travel policy. The training session locations are currently unknown.

XYZ DV/SA Organization

<u>Purpose</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Advocate	Local/national	Training	\$30/hr (avg) x 150 hours	\$4,500
OVW-New Grantee Orientation (3 days)	TBD	Airfare	\$500 (avg.) x 1 staff x 1 trip	\$500
		Lodging	\$224 (avg.) x 3 nights x 1 staff	\$672
		Per Diem	\$71 (avg.) x 4 days x 1 staff	\$284
		Local Travel	\$100 (avg.) x 1 staff	\$100
Law Enforcement TOT Training (3 days)	TBD	Airfare	\$500 (avg.) x 1 staff x 1 trip	\$500
		Lodging	\$ 224 (avg.) x 3 nights x 1 staff	\$672
		Per Diem	\$ 71 (avg.) x 4 days x 1 staff	\$284
		Local Travel	\$100 (avg.) x 1 staff	\$100
Direct Service TOT Training (3 days)	TBD	Airfare	\$500 (avg.) x 1 staff x 1 trip	\$ 500
		Lodging	\$ 224 (avg.) x 3 nights x 1 staff	\$ 672
		Per Diem	\$ 71 (avg.) x 4 days x 1 staff	\$ 284
		Local Travel	\$100 (avg.) x 1 staff	\$ 100

Subtotal XYZ DV/SA Organization Subaward \$9,168

Sample narrative: Funds are included to reimburse XYZ DV/SA Organization for staff time spent serving as trainers for the local 8-hour mandatory law enforcement training and the mandatory direct services training. The MOU partner, XYZ DV/SA Organization, will send one representative to New Grantee Orientation, one representative to the Law Enforcement TOT Training and one representative to the Direct Service TOT Training. Travel estimates are based on the subrecipient's formal written travel policy. The training session locations are currently unknown.

XYZ Aging Organization

<u>Purpose</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Advocate	Local/national	Training	\$30/hr (avg) x 150 hours	\$ 4,500
OVW-New Grantee Orientation (3 days)	TBD	Airfare	\$500 (avg.) x 1 staff x 1 trip	\$ 500
		Lodging	\$224 (avg.) x 3 nights x 1 staff	\$ 672
		Per Diem	\$71 (avg.) x 4 days x 1 staff	\$ 284
		Local Travel	\$100 (avg.) x 1 staff	\$ 100
Law Enforcement TOT Training (3 days)	TBD	Airfare	\$500 (avg.) x 1 staff x 1 trip	\$ 500
		Lodging	\$ 224 (avg.) x 3 nights x 1 staff	\$ 672
		Per Diem	\$ 71 (avg.)x 4 days x 1 staff	\$ 284
		Local Travel	\$100 (avg.) x 1 staff	\$ 100
Direct Service TOT Training (3 days)	TBD	Airfare	\$500 (avg.) x 1 staff x 1 trip	\$ 500
		Lodging	\$ 224 (avg.) x 3 nights x 1 staff	\$ 672
		Per Diem	\$ 71 (avg.) x 4 days x 1 staff	\$ 284
		Local Travel	\$100 (avg.) x 1 staff	\$ 100
Subtotal XYZ Aging Organization Subaward				<u>\$9,168</u>

XYZ Court

<u>Purpose</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Judicial Institute (4 days)	TBD	Airfare	\$500 (avg.) x 2 staff x 1 trip	\$ 1,000
		Lodging	\$ 224 (avg.) x 4 nights x 2 staff	\$ 1,792

Per Diem	\$ 71 (avg.) x 5 days x 2 staff	\$ 710
Local Travel	\$100 (avg.) x 2 staff	\$ 200

XYZ Court Subaward **\$3,702**

Sample narrative: The XYZ Court will send two judges to the Judicial Institute. The training session locations are currently unknown. Travel estimates are based on the subrecipient's formal written travel policy.

TOTAL SUBAWARDS: **\$65,076**

H: Procurement Contracts – Applicants should follow their documented procurement procedures that comply with the procurement standards in the Uniform Guidance at 2 C.F.R. §§ 200.317-200.327 or the Federal Acquisition Regulation.

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. The actual rate for each consultant should be evaluated on a case-by-case basis, consistent with fair market value, and equal to the individual's experience, education, and compensation they receive for providing similar services in the marketplace. Consultant fees over \$650 per day (for an 8-hour day) or \$81.25 per hour require additional justification and prior approval from OVW.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
Consultant/Trainer	Advance Law Enforcement Training	\$650/day x 2 days (1 training day + 1 day of prep) + 1 travel day at \$400 x 2 trainers.	\$ 3,400

Sample narrative: Two Consultants/Trainers will provide a one-day (8-hour) on-site training on advanced elder abuse investigation related issues for detectives and investigators. A day of prep is included to tailor the training to our jurisdiction along with a travel day.

Subtotal Consultant Fees: **\$ 3,400**

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.).

XYZ DV/SA Organization

<u>Purpose</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Delivery of Advance Law Enforcement Training	TBD	Airfare	\$500 (avg.) x 2 trainers x 1 trip	\$ 1,000
		Lodging	\$ 224 (avg.) x 4 nights x 2 trainers	\$ 896

Per Diem	\$71 (avg.) / 3 days x 2 trainers	\$ 426
Local Travel	\$100 (avg.) x 2 trainers	\$ 200
Subtotal Consultant Travel:		<u>\$2,522</u>

Sample narrative: Funds are allocated to pay for the Consultants/Trainers to travel to provide Advance Law Enforcement Training.

Subtotal Consultants: \$ 5,922

Contracts: Provide a clear description of the product or services that will be acquired through the contract, along with an estimated cost. All procurement transactions must be conducted in a manner that ensures full and open competition and adheres to the standards in 2 C.F.R. §§ 200.317-200.327. A separate justification must be provided for sole source (non-competitive) contracts in excess of \$250,000.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Cell Phone Service	\$75/month x 48 months	\$ 3,600
Copier and Printer Lease	\$262/month x 55% x 48 months	\$ 6,917
Telephonic Interpretation	\$3.95/min. x 300 min. x 3 years	\$3,555
In-person Interpreter – Spanish	\$100/hour x 20 hours x 3 years	\$6,000
In-person Interpreter – non-Spanish	\$125/hour x 10 hours x 3 years	\$3,750
Translation – Spanish	\$25/page x 20 pages x 3 years	\$1,500
Translation – non-Spanish	\$25/page x 14 pages x 3 years	\$1,050
Sign Language Interpretation	\$95/hour x 20 hours x 3 years	\$5,700
CART Services	\$65/hour x 8 hours x 3 years	\$1,560
Subtotal Contracts		<u>\$33,632</u>

Sample narrative: The Project Coordinator will need a cellular phone so she/he may be contacted by project partners and stakeholders as they plan and attend meetings and trainings locally and nationally. This position is 100% funded by this project, so the full cost is included.

Equipment to be rented and/or leased includes the copier and printer. The copier and printer costs are estimated based on historical costs and allocated using an FTE allocation method (see allocation breakdown in Supplies Category).

Remaining cost listed will be utilized in years 2-4 of the award period when outreach and services are implemented. The most common language in the local service area is Spanish, followed by Mandarin Chinese and Tagalog. Spanish language interpreters in applicant's area charge approximately \$100 per hour, and Mandarin and Tagalog interpreters charge

approximately \$125 per hour. We estimate the number of hours of interpretation based on previous years plus an anticipated 10% increase during the project period.

Translations in our service area cost approximately \$25 per page. We plan to have the following documents translated into Spanish during the project period: intake form (3 pages), confidentiality policy (1 page), house rules (2 pages), non-discrimination notice and complaint forms (3 pages), pamphlet on domestic violence (5 pages), pamphlet on sexual assault (5 pages), Power and Control Wheel (1 page). We plan to have the following documents translated into Mandarin and Tagalog: intake form (3 pages X 2), confidentiality policy (1 page X 2), non-discrimination notice and complaint forms (3 pages X 2).

Qualified sign language interpreters charge approximately \$95 per hour, and we anticipate using interpreters approximately 20 hours per year, based on past use and allowing for a 5% increase in usage over past years. We will host 1 day-long training session each year and anticipate providing Communication Access Realtime Translation services at each session.

TOTAL PROCUREMENT CONTRACTS: \$ 39,554

I. Other Costs – List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by each type of cost 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>
OVW allocation to support outreach and services	26% of total budget	\$150,000
Printing Costs	500 (est.) participants x \$5 each	\$ 2,500

Sample narrative: Outreach and direct services will be determined from the results of the needs assessment.

Printing expenses are included to cover costs of training materials to be distributed to participants at the various mandatory local training sessions.

TOTAL OTHER COSTS: \$ 152,500

J. Indirect Costs – Indirect costs are allowed if the applicant has a federally approved indirect cost rate. A copy of the rate approval (a fully executed, negotiated agreement) must be submitted with the application. If the applicant does not have an approved rate, they may request one from their cognizant federal agency or choose to charge a de minimis rate of 10% of modified total direct costs (MTDC) in accordance with 2 C.F.R. 200.414(f). If the applicant's accounting system allows for it, costs may be allocated in the direct cost categories.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
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13.25% of Direct Salaries (Excluding Fringe Benefits)	\$218,000 x 13.25%	\$28,885
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TOTAL INDIRECT COSTS: \$ 28,885

Sample narrative: The Indirect Cost Rate Agreement was approved by the Department of Health and Human Services, the applicant’s cognizant federal agency on January 1, 2023. (A copy of the fully executed, negotiated agreement that covers the current period is attached).

Budget Summary – Upon completion of 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	\$ 218,000
B. Fringe Benefits	\$ 41,067
C. Travel	\$ 11,048
D. Equipment	\$ 2,300
E. Supplies	\$ 9,240
F. Construction	\$ 0
G. Subawards.	\$ 65,076
H. Procurement Contracts	\$ 39,554
I. Other Costs	\$ 152,500
Total Direct Costs	\$ 538,785
J. Indirect Costs	\$ 28,885
 TOTAL PROJECT COSTS	 <u>\$ 567,670</u>
 Federal Share Requested	 \$ 567,670
Non-Federal (Match) Amount	\$ 0

Appendix B

Pre-Award Risk Assessment

Pre-Award Risk Assessment

Each applicant must respond to each question. **Do not submit responses from a prior fiscal year without updating them to be responsive to all questions listed in the questionnaire.** 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 application being removed from consideration or a delay in access to funds. Provide complete responses that address all questions included for each numbered item.

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? Provide a brief description of the applicant'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? Provide a brief list of the topics covered in the applicant'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? 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? Provide a short summary of the applicant'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? Provide a brief description of the applicant'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 and confirm that the policy complies with federal regulations. Information on Record Retention and Access can be found at 2 C.F.R. 200.334-200.338.
7. Does the applicant or any of its employees have any potential personal or organizational conflicts of interest related to the possible receipt of OVW award funds? Applicants are required to disclose in writing any potential conflicts of interest to their awarding agency. See 2 C.F.R. 200.112 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 C.F.R. Part 200)? 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 applicant is notified of its award to coordinate training.

9. Does the applicant have policies and procedures in place to manage subawards and monitor activities of subrecipients as necessary to ensure that subawards are used for authorized purposes, in compliance with laws, regulations, and terms and conditions of the award, and that established subaward performance goals are achieved (2 C.F.R. 200.331-200.333)? Provide a brief description of the organization's policies and procedures on subrecipient management and monitoring.
10. Does the applicant currently require employees to maintain time distribution records that accurately reflect the work performed on specific activities or cost objectives in order to support the distribution of employees' salaries among federal awards or other activities (2 C.F.R. 200.430)? Budget estimates do not qualify as support for charges to federal awards. Provide a brief description of the organization's established timekeeping policies and procedures.
11. Is the applicant designated as high risk by a federal agency outside of DOJ? (High risk includes any status under which a federal awarding agency provides additional oversight due to the applicant entity's past performance, or other programmatic or financial concerns with the applicant entity.) If so, provide the names(s) of the federal awarding agency, the date(s) the agency notified the applicant entity of the high risk designation, contact information for the high risk point of contact at the federal agency, and the reason for the high risk status, as set out by the federal agency.

Appendix C

Applicant Entity Questionnaire

Applicant Entity Questionnaire

Note: Applicants must complete this questionnaire in JustGrants. The questions listed below are for reference only.

The Applicant Entity Questionnaire is required for every applicant for OVW funding and therefore includes questions that may not be obviously relevant or specifically focused on a particular grant program. Applicants should provide the most accurate answers and may respond “Yes” to more than one question or “No” to all questions. These questions help OVW understand the organizations that are applying for funding, but the answers do not influence funding decisions.

1. Is the applicant a **sexual assault victim service provider**, defined as a victim service provider for which the primary purpose of the organization is to provide intervention and related assistance to victims of sexual assault without regard to their age (see 34 U.S.C. 12291(a)(50) & 12511(b))?
2. Is the applicant a federally recognized tribe (see 34 U.S.C. 12291(a)(22))?
3. Is the applicant a tribal organization as defined by 34 U.S.C. 12291(a)(45)?

Note: 34 U.S.C. 12291(a)(45) defines a tribal organization in three ways:

- the governing body of an Indian tribe;
 - any legally established organization of Indians which is controlled, sanctioned, or chartered by such governing body of a tribe or tribes to be served, or which is democratically elected by the adult members of the Indian community to be served by such organization and which includes the maximum participation of Indians in all phases of its activities; or
 - any tribal nonprofit organization (defined by 34 U.S.C. 12291(a)(44) as a victim services provider that has as its primary purpose to assist Native victims of domestic violence, dating violence, sexual assault, or stalking and that has staff and leadership with a demonstrated history of assisting American Indian or Alaska Native victims of domestic violence, dating violence, sexual assault, or stalking).
4. Does the applicant primarily focus on a rural area or community as defined by 34 U.S.C. 12291(a)(32)?

Note: Applicants can enter their address or zip code into the following tool to determine if their area or community is rural: <https://data.hrsa.gov/tools/rural-health>.

5. Is the applicant a **faith-based organization**?
6. Is the applicant a **culturally-specific organization**, defined as a private nonprofit/tribal organization for which the primary purpose of the organization as a whole is to provide culturally specific services to American Indians (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians and other Pacific Islanders, Blacks, or Hispanics (see 34 U.S.C. 20421(c) and 12291(a)(8)-(9); 42 U.S.C. 300u-6(g))?

If yes, are the services of the applicant entity *primarily* directed toward serving:

- Hispanics or Latinos
- Black or African Americans
- American Indians
- Alaska Natives
- Asian Americans
- Native Hawaiians
- Other Pacific Islanders

7. Is the applicant a **population specific organization**, defined by 34 U.S.C. 12291(a)(26) as a nonprofit, nongovernmental organization that primarily serves members of a specific underserved population and has demonstrated experience and expertise providing targeted services to members of the **specific underserved population**?

Underserved population (defined by 34 U.S.C. 12291(a)(46)) means a population who faces barriers in accessing and using victim services, including populations underserved because of geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, and populations underserved because of special needs (such as language barriers, disabilities, immigration status, or age).

If yes, is the applicant entity designed *primarily* to serve a population underserved because of:

- Rural location
- Sexual orientation/gender identity
- Religion
- Race
- Ethnicity
- Language barriers
- Disabilities
- Immigration status
- Age

Appendix D

Summary Data Sheet

1. Provide the following information for the grant point-of-contact. This person must be an employee of the applicant.

- Name
- Title
- Address
- Telephone number
- Email address

2. Is the applicant (the organization whose unique entity identifier is being used for the application) serving as a fiscal agent? A fiscal agent is an entity that does not participate in implementation of the project and passes **all** funds through to subrecipients, conducting minimal administrative activities. **Note: The fiscal agent must be an eligible applicant for the program.**

- List all subrecipients
- Note: The applicant acknowledges that it will be responsible for all applicable statutory, fiscal, and programmatic requirements, including those of 2 C.F.R. Part 200, as well as all project deliverables.

3. Has the applicant expended \$750,000 or more in federal funds in the applicant's past fiscal year?

- Specify the end date of the applicant's fiscal year.

4. Is the applicant a nonprofit organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of that Code? **Note:** The applicant must upload proof of 501(c)(3) status in the Additional Application Components section of JustGrants.

5. Is the applicant a nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code?

6. Is the applicant a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure to establish a rebuttable presumption that its executives' compensation is reasonable? For additional information about the safe-harbor procedure, see Disclosure of Process Related to Executive Compensation in the Budget and Associated Documentation section of this solicitation. **Note:** The applicant must upload the required Disclosure of Process Related to Executive Compensation in the Budget and Associated Documentation section of JustGrants.

7. Does the applicant propose to address the OVW Priority Area: Advance equity and tribal sovereignty as essential components of ending sexual assault, domestic violence, dating violence, and stalking by improving outreach, services, civil and criminal justice responses, prevention, and support for survivors from historically marginalized and underserved communities, particularly those facing disproportionate rates or impacts of violence and multiple barriers to services, justice, and safety?

8. Applicants are required to demonstrate they are part of a multidisciplinary partnership. Provide the names of the four required partners below. If the applicant qualifies as one of the required partners, they may list themselves. Note: reference the partner requirements in the Other Program Eligibility Requirements section of this solicitation.

- Law enforcement agency
- Nonprofit program or government agency with demonstrated experience in assisting individuals in later life
- Prosecutor's office
- Victim service provider

9. Per 34 U.S.C. § 12421(3), the Abuse Later in Life Program requires that priority be given to proposals providing services to culturally specific or underserved populations (see Statutory Priority Area for definitions of culturally specific and underserved populations). Does the application propose to provide services to a specific underserved or culturally specific population(s)?

10. Identify the underserved or culturally specific population(s) being served

- Culturally specific population to be served
- Culturally specific population to be served
- Culturally specific population to be served

11. Identify where the project will be implemented. The response must include the regional area(s) (city, town, county, or unincorporated area) where this project will be implemented. Include the population and square mileage of the regional area(s) to be served.

12. Identify the proposed service area and the population size?