



# **U.S. Department of Justice**

## **Office on Violence Against Women**

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### **OVW Fiscal Year 2025 Expanding Legal Services Initiative (ELSI) – Legal Assistance for Victims Grant Program**

#### **Grants.gov Funding Opportunity Number**

O-OVW-2025-172270

#### **Assistance Listing Number**

16.524

#### **Application Due**

Deadline to submit Standard Form/SF-424 in Grants.gov: January 28, 2025, by 11:59 PM Eastern Time

Deadline to submit application in JustGrants: January 30, 2025, by 8:59 PM Eastern Time

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## Basic Information

The U.S. Department of Justice (DOJ), Office on Violence Against Women (OVW) is accepting applications for funding in response to this Notice of Funding Opportunity (NOFO). 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.

## Executive Summary

The Expanding Legal Services Initiative intends to expand legal representation available to victims of domestic violence, dating violence, sexual assault, or stalking by funding organizations with a history of providing direct services to victims of these crimes, but that do not currently offer in-house legal representation for victims. The initial ELSI award includes a planning phase during which recipients engage in ongoing training and technical assistance to set up a legal department in the organization. Continuation funds support the direct legal services provided by the legal department established during the planning phase.

Funding Opportunity Details	
<b>Federal Agency Name</b>	U.S. Department of Justice, Office on Violence Against Women
<b>Funding Opportunity Title</b>	OVW FY 2025 Expanding Legal Services Initiative – Legal Assistance for Victims Grant Program
<b>Announcement Type</b>	Initial
<b>Grants.gov Funding Opportunity Number</b>	O-OVW-2025-172270
<b>Assistance Listing Number</b>	16.524
<b>Statutory Authority</b>	34 U.S.C. § 20121
<b>Expected Total Amount of Funding</b>	\$9,200,000
<b>Anticipated Number of Awards</b>	16
<b>Expected Award Amount(s)</b>	up to \$400,000 for new and up to \$750,000 for continuation
<b>Expected Award Period(s)</b>	24 months for new and 36 months for continuation

## Key Dates

This table contains deadlines and other important dates.

<b>Key Dates</b>	
<b>Funding Opportunity Release Date</b>	On or about December 5, 2024
<b>Pre-Application Information Session</b>	Pre-application session December 19, 2024, registration deadline December 12, 2024, <a href="mailto:OVW.ELSI@usdoj.gov">OVW.ELSI@usdoj.gov</a>
<b><u>Sam.gov Registration/Renewal</u></b>	Recommend <a href="#">completing process</a> by January 7, 2025
<b><u>Grants.gov Registration/Renewal</u></b>	Recommend <a href="#">completing process</a> by January 7, 2025
<b><u>Letter of Intent (Optional)</u></b>	January 6, 2025
<b><u>Grants.gov</u> Deadline</b>	January 28, 2025, by 11:59 PM Eastern Time (ET)
<b><u>JustGrants</u> Deadline</b>	January 30, 2025, by 8:59 PM ET
<b>Decision Notification Date</b>	OVW anticipates notifying applicants of funding decisions by September 30, 2025

## **Contact Information**

For assistance with the application process or questions about this funding opportunity, contact the resources listed below.

<b>Contact Information</b>	
<b>OVW Contact</b>	Phone: 202-307-6026 Email: <a href="mailto:OVW.ELSI@usdoj.gov">OVW.ELSI@usdoj.gov</a>
<b>For assistance with SAM.gov</b>	Phone: 866-606-8220 Website: <a href="https://sam.gov/content/help">https://sam.gov/content/help</a> Hours of Operation: 8:00 a.m. to 8:00 p.m. ET Monday-Friday
<b>For assistance with Grants.gov</b>	Phone: 800-518-4726 Email: <a href="mailto:support@grants.gov">support@grants.gov</a> Website: <a href="https://www.grants.gov/support">https://www.grants.gov/support</a> Hours of operation: 24 hours a day, 7 days a week (closed federal holidays)
<b>For assistance with JustGrants</b>	Phone: 866-655-4482 Email: <a href="mailto:OVW.JustGrantsSupport@usdoj.gov">OVW.JustGrantsSupport@usdoj.gov</a>

## Resources for Applying

### Pre-application Information Session

OVW will conduct one online pre-application information session. Participation is optional. During this session, OVW staff will summarize the program's requirements, review the funding opportunity, and answer questions. The webinar will be captioned in English and Spanish. To register and request language assistance contact: [OVW.ELSI@usdoj.gov](mailto:OVW.ELSI@usdoj.gov). See [Key Dates](#) for dates and deadline to register. A recording will subsequently be available on the [OVW website](#).

### Office Hours

OVW will hold office hours on Monday, January 13, 2025, and Tuesday, January 21, 2025. The office hours sessions will answer applicant questions that were not addressed in the pre-application information session. Participation is optional. To register contact: [OVW.ELSI@usdoj.gov](mailto:OVW.ELSI@usdoj.gov).

### Application Resources

- [Application Companion Guide](#)
- [Resources for Applicants page](#)
- Budget Information on [OVW Website](#)
- [JustGrants Application Submission Training](#)

## Eligibility

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### Eligible Applicants

Entities that are eligible to apply are:

#### Indian Tribal Governments, including tribal consortia

- 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 (34 U.S.C. § 12291(a)(43))

#### Tribal Organizations

- 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 (34 U.S.C. § 12291(a)(45))

## Tribal Nonprofit Organizations

- A victim services provider that has as its primary purpose to assist Native victims of domestic violence, dating violence, sexual assault, or stalking, and staff and leadership of the organization must include persons with a demonstrated history of assisting American Indian or Alaska Native victims of domestic violence, dating violence, sexual assault, or stalking (34 U.S.C. § 12291(a)(44))

## Territorial organizations

- For the purposes of this solicitation, a “territorial organization” is a nonprofit, nongovernmental organization addressing domestic violence, dating violence, sexual assault, or stalking within a United States territory, which includes the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands, and the Northern Mariana Islands.

## Private nonprofit entities

### **Eligible applicants are limited to the above entities that:**

1. As their mission or purpose, serve victims of domestic violence, dating violence, sexual assault, or stalking. If the applicant is a Tribal government or a larger multi-service organization that does not solely address domestic violence, dating violence, sexual assault, or stalking, it must have a distinct division or program that has the mission or purpose of serving victims of these crimes; and
2. Do not currently offer in-house legal representation by attorneys who are employed by the applicant.

## 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 program (see [Partnership with Faith-Based and Other Neighborhood Organizations](#) and the [Application Companion Guide](#) for more information).

## Other Program Eligibility Requirements

In addition to being an eligible entity, applicants also must meet the requirements below. All certification and other eligibility related documents must be current (dated between December 5, 2024, and January 30, 2025) and developed in accordance with this NOFO.

Certifications must take the form of a letter, on letterhead, signed, and dated by the authorized representative. Each one must be uploaded as a separate attachment under the **Additional Application Components** section in JustGrants. Failure to provide required certifications may impact the ability to fund an application. At a minimum, an applicant that fails to include the required certification letter with its application must submit that certification letter prior to receiving an award.

## Delivery of Legal Assistance Certification

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Pursuant to 34 U.S.C. § 20121(d), to be eligible for an award, any recipient or subrecipient providing legal assistance with funds awarded under this program must submit a Delivery of Legal Assistance Certification letter as described under [Additional Application Components](#) in this NOFO. A sample [Delivery of Legal Assistance Certification](#) letter can be found on the OVW website.

## **Types of Applications**

This year, OVW will accept applications for this program from the following applicants:

### **New Applicants**

Applicants that have never received funding under this program.

Note: If funded, at the end of the 24-month award period, these grantees may be eligible for 36 months of non-competitive funding to continue their projects, provided OVW has sufficient appropriated funds, and the grantee has complied with the fiscal and programmatic requirements of the award.

### **Non-competitive Continuation Applicants**

Applicants with current ELSI awards with a project period end date of September 30, 2025. **OVW will contact applicants eligible for non-competitive funding.**

Recipients of an FY 2024 award under this program are NOT eligible to apply as the lead applicant or as a partner/subrecipient on an FY 2025 proposal. Likewise, recipients of an FY 2023 Legal Assistance for Victims (LAV) award that was for a 36 month period, or recipients of an FY 2024 LAV award, are NOT eligible to apply as the lead applicant on an FY 2025 ELSI proposal.

**Note:** Applicants may apply as the lead applicant for both the FY 2025 LAV Grant program and ELSI but can only receive one of the two awards.

**Note:** Current ELSI and LAV recipients with a substantial amount of unobligated funds remaining (50 percent or more of the current award) as of March 31, 2025, without adequate justification, may not be considered for funding or may receive a reduced award amount if selected for funding under this NOFO.

## **Ineligible Entities and Disqualifying Factors**

Applications submitted by ineligible entities or that do not meet all other program eligibility requirements will not be considered for funding. In addition, an application deemed deficient in one or more of the following areas may not be considered for funding:

1. [Program-Specific Unallowable Costs](#)
2. [Risk Review](#)
3. [Completeness of application contents](#)
4. [Meeting deadlines](#)



An application will be removed from consideration if the applicant does not comply fully with all applicable unique entity identifier and SAM.gov requirements (see [Submission Requirements and Deadlines](#) section for more information on these requirements).

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).

### Limit on Number of Applications

OVW will consider only one application for this program per organization for the same service area (i.e., the geographic area to be served). If an applicant submits multiple versions of the same application, OVW will review only the most recent system-validated version submitted before the deadline.

### Cost-Sharing

This program has no matching or cost-sharing requirement.

## **Program Description**

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This program is authorized by 34 U.S.C. § 20121. For a brief description of this program, see the [Executive Summary](#).

For more information about OVW programs, including how recipients of OVW grant funding achieve program goals, see:

- OVW grant program information: [OVW Grants and Programs webpage](#).
- Data that recipients collect and report: [VAWA Measuring Effectiveness Initiative webpage](#).
- What recipients have achieved and some of the evidence-based approaches they may have used: OVW's [most recent report to Congress](#) on the effectiveness of VAWA grant programs.

### **Purpose Areas**

Funds under this program must be used for the following purpose:

1. To implement, expand, and establish efforts and projects to provide legal assistance for victims of domestic violence, dating violence, stalking, and sexual assault by organizations with a demonstrated history of providing direct legal or advocacy services on behalf of these victims.

### **Statutory Considerations**

#### Tribal Programs

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Pursuant to 34 U.S.C. § 20121(f)(2)(A), not less than three percent of funds made available for the LAV Grant Program must be used for projects that assist victims of domestic violence, dating violence, stalking, and sexual assault on lands within the jurisdiction of an Indian tribe. Note: this includes Alaska Native Villages. To receive special consideration under this statutory priority, an application must include the percentage of proposed activities that will support services to victims on Tribal lands. Additional priority consideration under this statutory priority will be given to applications with a Tribal government or Tribal organization as the lead applicant or project partner.

## **Program Requirements**

**New** applicants that receive funding under this program will be required to engage in the following activities:

1. Participate in OVW-sponsored training and technical assistance (TTA).
2. Collect and report performance indicators. Forms, instructions, training, and related tools for each OVW program are available on the [VAWA Measuring Effectiveness Initiative webpage](#).
3. Participate in an assessment or evaluation, if OVW conducts one that requires recipient involvement.
4. Designate or hire a staff member to act as the project coordinator.
5. Attend a new grantee orientation.
6. Participate in ELSI specific training and technical assistance (TTA) activities required for all ELSI recipients, including but not limited to, webinars, learning exchanges, and/or training events.
7. Host on-site visits for OVW designated TTA providers and OVW staff.
8. Complete a 12-18 month planning period prior to providing legal services. The planning period will include the following activities:
  - a. Working with OVW TTA provider(s) to develop policies and procedures appropriate to the proposed legal department/program.
  - b. Working with OVW TTA provider(s) to develop a supervision and mentoring plan for project attorneys.
  - c. Revising project goals and objectives and submit to OVW for review and approval.
  - d. Determining if the project would be enhanced by the inclusion of project partners, and if applicable, identifying those potential partners for inclusion in the project during the non-competitive 36-month continuation phase.
9. Hire an attorney to provide the legal representation services (see [What Will Be Done](#) and [Who Will Implement](#) for more information). No direct services may be provided during the planning phase of the award.

**Note for Tribal Applicants:** Acknowledging the unique challenges Tribal grantees may face in hiring an attorney, funded Tribal grantees providing legal services in Tribal courts where lay legal advocates are authorized to provide legal representation may alternatively hire a Tribal legal advocate to provide legal representation. However, given the purpose of the Expanding Legal Services Initiative, Tribal applicants should still include in their application's proposal narrative a plan to hire a staff attorney and a project budget with funds for a staff attorney. If a Tribal grantee is unable to hire an attorney

during the planning phase of the project, funds can be reprogrammed to support the legal services program that will be established.

**Continuation** applicants that receive funding under this program will be required to engage in the following activities:

1. Participate in OVW-sponsored training and technical assistance (TTA).
2. Collect and report performance indicators. Forms, instructions, training, and related tools for each OVW program are available on the [VAWA Measuring Effectiveness Initiative webpage](#).
3. Participate in an assessment or evaluation, if OVW conducts one that requires recipient involvement.
4. Attend a new grantee orientation.
5. Participate in ELSI specific training and technical assistance (TTA) activities required for all ELSI recipients, including but not limited to, webinars, learning exchanges, and/or training events.
6. Host on-site visits for OVW designated TTA providers and OVW staff.
7. If not submitted during initial award period, submit required planning phase documents:
  - a. Legal team job descriptions,
  - b. Once hired, legal team resumes,
  - c. Supervision and Mentoring Plan,
  - d. Goals and Objectives, and
  - e. Case Selection Criteria.

## **Program-Specific Unallowable Costs**

Applications proposing activities described below may have points deducted during the review process or may be removed from consideration.

### **Activities that Compromise Victim Safety and Recovery or Undermine Offender Accountability**

OVW will not fund activities that compromise victim safety and recovery, deter healing for victims, and/or undermine offender accountability. See the [Application Companion Guide](#) for more details about these activities, including program-specific information.

### **Out-of-Scope Activities**

The activities listed below are out of the program scope and will not be funded.

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. However, assessments conducted for internal improvement purposes only may be allowable. For information on distinguishing between research and assessments, see the [Application Companion Guide](#).
2. Representation in tort cases (This does not include assistance in obtaining restitution in a protection order or criminal case, which is in scope.)
3. Representation of child victims under age 11.

4. Cases involving the child protection system, unless the child dependency hearing involves allegations relating to or arising out of abuse of the client (rather than abuse of the children).
5. Criminal representation of victims charged with crimes (this does not include post-conviction relief proceedings in state, local, Tribal, or territorial court where the conviction of a victim is related to or arising from domestic violence, dating violence, sexual assault, stalking, or sex trafficking).
6. Support of law reform initiatives, including but not limited to litigation.
7. Funds for victim assistance/support unrelated to the provision of legal assistance or legal advocacy (such as transitional housing assistance, therapeutic counseling, hotlines, and rental assistance).
8. The development and/or provision of state- or community-wide training. Limited training that directly supports the legal services provided by the project may be provided to grantee staff, project partners, and pro bono attorneys providing representation as part of the grant funded project; however, any training activities will require prior approval from OVW.
9. The development and/or provision of technical assistance, except limited technical assistance to project partners that directly supports the legal services provided by the project.

### Other Unallowable Costs

Grant funds under this program also may not be used for the following costs:

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

### Limited Use of Funds

Recipients of an award under this program may use up to one percent of the funds to assess the need for internal improvements (e.g. convening listening sessions to identify service gaps in the community; surveying participants about the quality of the training.) The OVW research decision tree in the [Application Companion Guide](#) describes how applicants can ensure that such assessments are not prohibited human subjects research.

### Activities Requiring Prior Approval

Recipients must receive prior approval before using grant funds to support surveys, regardless of their purpose, to ensure they are within the scope of the award and meet the requirements of the Paperwork Reduction Act (see the [Application Companion Guide](#) for more information).

### Type of Award

Awards will be made as grants.

# Application Contents and Format

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## Letter of Intent

Applicants are strongly encouraged to submit a Letter of Intent stating their intention to apply. The letter should be submitted to OVW at [OVW.ELSI@usdoj.gov](mailto:OVW.ELSI@usdoj.gov) by January 6, 2025. This letter does not obligate the applicant to apply, and applicants that do not submit this letter can still apply. See the OVW website for a sample [Letter of Intent](#).

## Application Contents

Applications must include the required documents and meet the program eligibility requirements. For a checklist of all required items, see the [Application Submission Checklist](#) section of this NOFO.

OVW will not contact applicants for missing items on the list below. **Applications must include ALL the following to be considered for funding:**

Required Application Components	Number of Possible Points
<b>Proposal Narrative</b>	
Purpose of the Proposal	30
What Will Be Done	20
Who Will Implement	30
<b>Budget</b>	
Budget worksheet and narrative	20

## Formatting and Technical Requirements

Applications must follow the requirements below for all attachments, unless otherwise noted. OVW may deduct points for applications that do not adhere to these requirements:

1. Double-spaced text (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. Correctly numbered pages
6. No more than 20 pages 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 those identified below for each application component

## **Proposal Abstract**

The Proposal Abstract must provide a short summary (no more than two pages double-spaced) of the proposed project, including names of lead applicant and project partners, project title, purpose of the project, primary activities for which funds are requested, who will benefit (including geographic area to be served), and products and deliverables. The abstract should not summarize past accomplishments. The Proposal Abstract must be entered into a text box in JustGrants. It will not be scored but will be used throughout the review process.

## **Data Requested with Application**

Applicants must complete the Pre-Award Risk Assessment questionnaire in JustGrants. The questionnaire will not be scored. The questions are listed in [Appendix B](#) of this NOFO.

## **Summary Data Sheet**

(1 to 4 pages maximum, single or double-spaced)

The Summary Data Sheet must be completed and submitted as an attachment under the Additional Application Components section in JustGrants. It will not be scored. Refer to [Appendix C](#) for the list of questions.

## **Proposal Narrative**

**(80 points, 20 pages maximum, double-spaced)**

The Proposal Narrative must include the sections outlined below.

### **Purpose of the Proposal (30 points)**

#### **New Applicants**

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 of the service area.
3. Describe the challenges or needs faced by the community.
4. Describe the services for victims of domestic violence, dating violence, sexual assault, or stalking currently provided by the applicant.

5. Describe the current legal services available to victims of domestic violence, dating violence, sexual assault, or stalking in the jurisdiction, and the gaps in those services in the proposed service area.
6. Confirm that the applicant does not currently offer in-house legal representation services by attorney(s) employed by the organization.

### **Continuation Applicants**

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 service area of the project. Include a description of any changes that the applicant has made to the geographic service area and any demographic shifts that have occurred within the area since the initial project.
3. Describe the challenge or need faced by the community. Include information on additional challenge(s) or need(s) identified during the initial project period.
4. Describe the current legal services available to victims of domestic violence, dating violence, sexual assault, or stalking in the jurisdiction, and the gaps in those services in the proposed service area.

### **What Will Be Done (20 points)**

The application must provide a clear link between the proposed activities and the need identified in the “Purpose of the Proposal” section above. This section should not include any of the activities listed as [unallowable costs](#) in the Program Description section of this NOFO.

### **New Applicants**

This section must:

1. Describe an in-house legal program that will meet the needs described in the Purpose of the Proposal, including but not limited to, the number of attorneys, how attorneys would coordinate with non-lawyer staff, and the physical space where legal services will be provided.
2. Identify the legal services the applicant expects to provide after completing the required planning period.
3. Describe how proposed legal services will address the need identified in the Purpose of the Proposal section above.
4. Explain how the applicant will ensure victim confidentiality, including how the project will address any victim safety concerns related to the use of technology for client intake, client communication, and data storage. Describe how the applicant will address potential breaches of victims’ personally identifiable information and any existing policies in place.
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 what steps the applicant and any proposed partner(s) will take to make proposed services accessible to people with disabilities and people who are Deaf or hard of hearing.
7. Describe what steps the applicant and any proposed partner(s) will take to make proposed services are accessible to people with limited English proficiency.
8. Describe how survivors and those with relevant lived experiences have helped formulate and/or will be involved in shaping and implementing the project. Involving people with lived experience ensures that a project is informed by those who have direct experience with the issues the project is seeking to address. (For example, this may include working with survivors who have obtained protection orders to develop a brochure explaining the steps for requesting a protection order.) For more information about engaging people with lived experience, see [Methods and Emerging Strategies to Engage People with Lived Experience: Improving Federal Research, Policy, and Practice](#) (funded by the U.S. Department of Health and Human Services).

## **Continuation Applicants**

This section must:

1. Describe the legal services that will be provided during the project period, include a description of any changes to the proposed legal services made during the initial planning phase of the ELSI project.
2. Describe how proposed legal services will address the need identified in the Purpose of the Proposal section above.
3. Explain how the applicant will ensure victim confidentiality, including how the project will address any victim safety concerns related to the use of technology for client intake, client communication, and data storage. Describe how the applicant will address potential breaches of victims' personally identifiable information and any existing policies in place.
4. Describe how the project attorney will coordinate services with other organization staff. Include information on coordination of professional confidentiality obligations.
5. If identified, describe measurable goals and objectives for the proposed project. If goals and objectives are still being developed, they must be submitted to OVW prior to beginning the implementation of the project.
6. Describe any proposed outreach efforts to victims.
7. If applicable, describe any products that will be generated using grant funds and how these products will be used. Product development is not required.
8. Describe how the proposed project will address the unique needs of the traditionally underserved populations identified in the Purpose of the Proposal section above.
9. Describe what steps the applicant and any proposed partner(s) will take to make proposed services accessible to people with disabilities and people who are Deaf or hard of hearing.
10. Describe what steps the applicant and any proposed partner(s) will take to make proposed services accessible to people with limited English proficiency.
11. Describe how survivors and those with relevant lived experiences have helped formulate and/or will be involved in shaping and implementing the project. Involving people with lived experience ensures that a project is informed by those who have direct experience with the issues the project is seeking to address. (For example, this may include working with survivors who have obtained protection orders to develop a brochure explaining the steps for requesting



a protection order.) For more information about engaging people with lived experience, see [Methods and Emerging Strategies to Engage People with Lived Experience: Improving Federal Research, Policy, and Practice](#) (funded by the U.S. Department of Health and Human Services).

## Who Will Implement the Proposal (30 points)

### **New Applicants**

This section must:

1. Identify the key people and organizations involved in the proposed project.
2. Demonstrate that the people and organizations identified have the capacity to address the stated need and can successfully implement the proposed project activities. The job description of the project coordinator must be attached but will not count toward the page limit.
3. Include the mission statement for the organization or designated subdivision. Note that the applicant or the subdivision housing the ELSI project must have the mission or purpose to provide services to victims of domestic violence, dating violence, sexual assault, or stalking.
4. Demonstrate that the organization or designated subdivision has the purpose to provide services to victims of domestic violence, dating violence, sexual assault, or stalking, including the percent of clients served related to the above crimes.
5. Describe the victim services currently provided by the organization. Include the current number of staff members who provide the services described.
6. Identify a project coordinator who will work with the OVW TA provider(s) during the planning period. Describe the coordinator's experience providing direct services or managing programs that provide direct services to victims of domestic violence, dating violence, sexual assault, or stalking. Identify if the project coordinator has experience establishing new programs to provide direct services to victims of domestic violence, dating violence, sexual assault, or stalking. If a project coordinator has not been identified, include the required qualifications for this role.
7. Identify the required qualifications anticipated for the new legal program's attorney(s). This should include but is not limited to expected legal practice area, minimum number of years practicing, and experience working with victims of domestic violence, dating violence, sexual assault, or stalking. Note: applicants that receive funding may update these qualifications during the planning period after working with the OVW Technical Assistance provider.

### **Continuation Applicants**

This section must:

1. Identify the key people and organizations, including project partners, involved in the proposed project.
2. Demonstrate that the people and organizations identified have the capacity to address the stated need and can successfully implement the proposed project activities. Job descriptions of all key personnel must be attached but will not count toward the page limit.

3. Identify the attorney who will provide representation, and the number of years of experience the attorney has providing representation to victims of domestic violence, dating violence, sexual assault, or stalking. If the attorney has not been hired, indicate the minimum requirements for the attorney who will be hired for this role.
4. If the identified attorney has less than five years of experience, identify the attorney who will provide supervision. Include the number of years of experience the supervising attorney has provided representation to victims of domestic violence, dating violence, sexual assault, or stalking. If the supervising attorney has not been identified, indicate the minimum requirements for the attorney who will serve in this role.

## **Budget and Associated Documentation**

OVW awards are governed by the provisions of 2 C.F.R. Part 200 and the [DOJ Financial Guide](#).

Applicants must submit a detailed budget and budget narrative and upload the applicable associated documentation under each heading, as described below. The budget worksheet and budget narrative 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.

For additional information on budget requirements and allowable costs, see the Budget Information and Sample Budget Narrative in [Appendix A](#) and the [Creating a Budget](#) webinar on the OVW website.

### **Budget Worksheet and Budget Narrative**

#### **(20 points)**

Applicants must upload in JustGrants a detailed budget and budget narrative for all applicable cost categories. OVW strongly encourages using a spreadsheet (e.g., Excel, Numbers, etc.) for the budget worksheet. 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. Budgetary requirements vary among programs. The budget should be reasonable and based on the resources needed to implement the proposed project in the applicant's specific geographic location.

### **Award Period and Amounts**

The award period is 24 months for new applicants and 36 months for continuation applicants. Budgets, including the total "estimated funding" on the [SF-424](#), must reflect 24 or 36 months of project activity. OVW anticipates that the award period will start on October 1, 2025.

Funding levels under this program for FY 2025 are:

1. New applicants may request up to \$400,000 for 24 months of funding. Note: If funded, at the end of the 24-month award period, these grantees may be eligible for 36 months of noncompetitive funding to continue their projects, provided OVW has sufficient appropriated funds, and the grantee has complied with the fiscal and programmatic requirements of the award.
2. Continuation applicants may request up to \$750,000 for 36 months of funding.

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.

## New Applicants

### 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. Include sufficient funds to provide language access, identify other funds that the applicant has budgeted for language access for this project, or describe other resources that the applicant has secured to ensure meaningful access for persons with limited English proficiency. See the [Accessibility](#) section of this NOFO for more information.
3. Include sufficient funds to provide access for people with disabilities or who are Deaf/hard of hearing, identify other funds that the applicant has budgeted for such access for this project, or describe other resources that the applicant has secured to ensure meaningful access for such people. See the [Accessibility](#) section of this NOFO for more information.
4. Include funds to attend OVW-sponsored TTA in the amount of \$20,000 for applicants located in the 48 contiguous states and \$24,000 for applicants located in Puerto Rico, Guam, American Samoa, the Virgin Islands, the Northern Mariana Islands, Hawaii, and Alaska. This amount is for the entire 24-month project period and NOT per year. Applicants also may budget expenses in excess of the required amount if they are aware of relevant non-OVW sponsored conferences or training for which they would like permission to use grant funds to support staff/project partner attendance.
5. Include funds for a project coordinator.
6. Include funds for a staff attorney to provide legal representation to victims during the implementation phase (note that we expect the planning phase to last 12-18 months, however, applicants should budget for a minimum of 12 months of the attorney's time).

Note: the budget may also include funds for other staff, including (but not limited to) legal advocates, Board of Immigration Appeals (BIA) accredited representatives, Veteran's Administration (VA) accredited representatives, and lay advocates in Tribal court. However, the budget must include funds for a staff attorney.

7. Include funds for a supervising attorney (either on staff or contract) for the 12-month implementation phase.
8. Include funds for court/litigation costs for clients who cannot afford to pay those costs (e.g., filing fees, immigration fees, expert witness fees, and other fees associated with the representation).
9. In a separately attached document, provide the standard salary range for staff positions included in the budget for the geographic service area, the expected salary for the positions in the budget, and information on how salaries in the budget were determined.

10. Distinguish clearly between subawards and contracts in allocating any grant funds to other entities.
- a. 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 recipient's use.
  - b. The substance of the relationship is more important than the form of the agreement in determining whether the entity receiving federal funds is a subrecipient or a contractor.
  - c. 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 oversight requirements in 2 C.F.R. §§ 200.317-200.327.
  - d. The issuance and monitoring of subawards must meet the requirements of 2 C.F.R. §§ 200.328-200.329 & 200.332, which includes oversight of subrecipient spending and overall performance to ensure that the goals of the subaward are achieved.

For more information on distinguishing between subawards and contracts, see the Budget Information and Sample Budget Narrative in [Appendix A](#) and the [Application Companion Guide](#).

## Continuation Applicants

### 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. Include sufficient funds to provide language access, identify other funds that the applicant has budgeted for language access for this project, or describe other resources that the applicant has secured to ensure meaningful access for persons with limited English proficiency. See the [Accessibility](#) section of this NOFO for more information.
3. Include sufficient funds to provide access for people with disabilities or who are Deaf/hard of hearing, identify other funds that the applicant has budgeted for such access for this project, or describe other resources that the applicant has secured to ensure meaningful access for such people. See the [Accessibility](#) section of this NOFO for more information.
4. Include funds to attend OVW-sponsored TTA in the amount of \$20,000 for applicants located in the 48 contiguous states and \$24,000 for applicants located in Puerto Rico, Guam, American Samoa, the Virgin Islands, the Northern Mariana Islands, Hawaii, and Alaska. This amount is for the entire 36-month project period and NOT per year. Applicants also may budget expenses in excess of the required amount if they are aware of relevant non-OVW sponsored conferences or training for which they would like permission to use grant funds to support staff/project partner attendance.
5. Include funds to pay at least one attorney providing legal services to victims of domestic violence, dating violence, sexual assault, or stalking as staff of the lead applicant.

6. Include funds to pay for a supervising attorney (salaried or contractual) if the project staff attorney has less than five years of experience providing legal services to victims of domestic violence, dating violence, sexual assault, or stalking.
7. Include funds for court/litigation costs for clients who cannot afford to pay those costs (e.g., filing fees, immigration fees, expert witness fees, and other fees associated with the representation).
8. In a separately attached document, provide the standard salary range for staff positions included in the budget for the geographic service area, the expected salary for the positions in the budget, and information on how salaries in the budget were determined.
9. Distinguish clearly between subawards and contracts in allocating any grant funds to other entities.
  - a. 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 recipient's use.
  - b. The substance of the relationship is more important than the form of the agreement in determining whether the entity receiving federal funds is a subrecipient or a contractor.
  - c. 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 oversight requirements in 2 C.F.R. §§ 200.317-200.327.
  - d. The issuance and monitoring of subawards must meet the requirements of 2 C.F.R. §§ 200.328-200.329 & 200.332, which includes oversight of subrecipient spending and overall performance to ensure that the goals of the subaward are achieved.
10. For more information on distinguishing between subawards and contracts, see the Budget Information and Sample Budget Narrative in [Appendix A](#) and the [Application Companion Guide](#).

#### **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 Costs Guidelines (posted on the [OVW website](#)).

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 Planning](#).

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 federal negotiated indirect cost rate (including provisional rate), may elect to charge a de minimis rate of up to 15% 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](mailto:OVW.GFMD@usdoj.gov) or 1-888-514-8556 for more information.

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.

Nonprofits Only: Disclosure of Process for Setting Executive Compensation (if applicable)

Nonprofit organizations that use the Internal Revenue Service's (IRS) Safe Harbor Procedure (described below) must submit a special disclosure to OVW (required by 34 U.S.C. § 12291(b)(15)(B)(iii)). All other applicants may skip this section.

**IRS Safe Harbor Procedure:** A nonprofit organization that provides unreasonably high compensation to certain executives may subject both the organization's managers and those who receive the compensation to additional federal taxes. However, the IRS may treat executive compensation levels as reasonable if the nonprofit organization satisfies certain rules set out in IRS regulations. These rules concern the organization's process for making compensation decisions and are known as the "three-step safe-harbor procedure" to create a "rebuttable presumption" of reasonableness for compensation of an organization's executives. See 26 C.F.R. § 53.4958-6.



**The special disclosure must** describe the process the applicant uses to determine the compensation of its officers, directors, trustees, and key employees. At a minimum it must describe (terms explained in IRS regulations are in italics):

1. the composition of the body that reviews and approves *compensation* arrangements for officers, directors, trustees, and key employees (covered individuals);
2. the methods and practices used by the organization to ensure that no individual with a *conflict of interest* participates in such review and approval;
3. the *appropriate data as to comparability* (obtained in advance) that the body uses to review and approve compensation arrangements for covered individuals; and
4. the records the applicant maintains as concurrent and adequate *documentation* of the body's decisions related to compensation, including records of deliberations and of the basis for decisions.

The disclosure must be uploaded as an attachment to the application in JustGrants, titled "Disclosure of Process Related to Executive Compensation." A sample disclosure is available on the [OVW website](#).

**Note:** OVW is required by law to make the applicant's disclosure available for public inspection, if requested. In addition, if funded, the applicant must update its disclosure in certain circumstances (e.g., if it changes the way it determines compensation).

### **Additional Application Components**

The following documents will not be scored but must be uploaded and attached to the application in JustGrants. Failure to do so may result in the application being removed from consideration.

#### **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.

#### **Confidentiality Notice Form**

All applicants are required to acknowledge that they have received notice that recipients and subrecipients 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.

#### **Delivery of Legal Assistance Certification**

As referenced under [Other Program Eligibility Requirements](#), applicants proposing to provide legal assistance 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 recipient'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.

A [sample letter](#) is available on the OVW website.

#### Tribal Consortia

If the applicant is a tribal consortium, the applicant must submit documentation of authority to apply in the form of a resolution or legal equivalent from each tribal consortium member, unless existing consortium bylaws or other tribal governance documents allow action without explicit authorization from the member tribes in the consortium. In that case, the tribal consortium must submit a resolution, letter, affidavit, or other documentation, as appropriate, that certifies that the tribal consortium has the legal authority to apply for grants under this solicitation on behalf of the consortium. This documentation must be current, be sufficient to demonstrate authority for the application, contain applicable authorizing signature(s), and be submitted by the application's due date. If applicable, a copy of the bylaws or other governance documents that allow the tribal consortium's action without explicit authorization from all consortium members must be included with this documentation.

#### Disclosures and Assurances

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

#### Disclosure of Lobbying Activities (if applicable)

Applicants are required to complete and submit a lobbying disclosure form (Standard Form/SF-LLL) **IF** they have paid or will pay any person to lobby in connection with the award for which they are applying **AND** their application is for more than \$100,000. This disclosure requirement is not applicable to such payments by an Indian Tribe, Tribal organization, or any other Indian organization



that are permitted by other federal law. For this requirement, lobbying means influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress. (See 31 U.S.C. § 1352; 28 C.F.R. part 69.)

Applicants that are required to submit the SF-LLL must download the form from [https://apply07.grants.gov/apply/forms/sample/SFLLL\\_2\\_0-V2.0.pdf](https://apply07.grants.gov/apply/forms/sample/SFLLL_2_0-V2.0.pdf), complete it, and upload it with their application when prompted to do so in JustGrants.

### 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 funding opportunity closes; 2) a subaward under an OVW grant or cooperative agreement that is open or that closed within 12 months of the date this funding opportunity 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 must 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.

### DOJ Certified Standard Assurances

Applicants must read and acknowledge the DOJ Certified Standard Assurances in JustGrants, a copy of which is available [here](#).

### 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, a copy of which is available [here](#).

## **Submission Requirements and Deadlines**

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### Address to Request Application Package

The complete application package (this NOFO, 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 202-307-6026 or [OVW.ELSI@usdoj.gov](mailto:OVW.ELSI@usdoj.gov).

### **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](#) includes receiving a UEI and takes an average of **2 to 3 weeks**.
- Grants.gov: Registration with [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 contact the system’s [help desk](#) and 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.

**All applicants must maintain active registration in SAM.gov with current information whenever they have a federal award or an application under consideration by a federal agency.** It is the applicant’s responsibility to ensure that they are registered with SAM.gov, 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 **January 7, 2025. Failure to do so may result in missing the application deadline and therefore not being considered for funding.**

## [How to Apply](#)

### Step 1:

Submit the SF-424, which is generated when the applicant begins the submission process in Grants.gov. To view the form before completing it in Grants.gov, applicants should click the Package tab under the funding opportunity for which they are applying and select Preview. Preview then provides links to the form.

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 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.”

## Step 2:

Submit the full application, including attachments, in JustGrants at <https://justicegrants.usdoj.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. 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.

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

## Submission Dates and Times

- Deadline to submit form SF-424 in Grants.gov: 11:59 pm ET on January 28, 2025
- Deadline to submit the full application in JustGrants: 8:59 pm ET on January 30, 2025

Applicants must make every effort to submit their application electronically in Grants.gov and JustGrants by the deadlines above.

Applicants experiencing technical difficulties should refer to the [OVW Policy for Applicants Experiencing Technical Difficulties During the Registration and Submission Processes](#).

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.

**Application Tip:** OVW strongly encourages all applicants to begin the 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.

## Application Submission Checklist

Applicants must submit all required application items. Prior to peer review, OVW will not contact applicants for missing items. Applicants applying to more than one OVW program are responsible for ensuring that only documents pertinent to this funding opportunity are included with this application. OVW will not redirect documents 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 Item	Required?	Submission Type	Submission Website	Date Completed
<a href="#">Application for Federal Assistance: SF-424</a>	Yes	Online Form	Grants.gov	

Application Item	Required?	Submission Type	Submission Website	Date Completed
<u><a href="#">Proposal Abstract</a></u>	Yes	Online Form	JustGrants	
<u><a href="#">Pre-Award Risk Assessment</a></u>	Yes	Online Form	JustGrants	
<u><a href="#">Summary Data Sheet</a></u>	Yes	Attachment	JustGrants	
<u><a href="#">Proposal Narrative</a></u>	Yes	Attachment	JustGrants	
<u><a href="#">Budget Worksheet and Budget Narrative</a></u>	Yes	Attachment	JustGrants	
<u><a href="#">Indirect Cost Rate Agreement</a></u>	If applicable	Attachment	JustGrants	
<u><a href="#">Disclosure of Process Related to Executive Compensation</a></u>	If applicable	Attachment	JustGrants	
<u><a href="#">Letter of Nonsupplanting</a></u>	Yes	Attachment	JustGrants	
<u><a href="#">Confidentiality Notice Form</a></u>	Yes	Attachment	JustGrants	
<u><a href="#">Disclosure of Lobbying Activities</a></u>	If applicable	Attachment	JustGrants	
<u><a href="#">Summary of Other Federal Funding</a></u>	If applicable	Online Form	JustGrants	
<u><a href="#">Delivery of Legal Assistance Certification</a></u>	Yes	Attachment	JustGrants	

### OVW Policy for Applicants Experiencing Technical Difficulties

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.gov or Grants.gov

1. Contact [SAM.gov 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 the [OVW contact](#) by email, stating the applicant is experiencing technical difficulties with SAM.gov or Grants.gov. The applicant should provide regular updates to the OVW contact.
4. If the technical difficulty cannot be resolved before the Grants.gov deadline, the applicant must notify the [OVW contact](#) by email 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-424, Proposal Narrative, Budget and Budget Narrative, ELSI Summary Data Sheet, Pre-Award Risk Assessment, Delivery of Legal Assistance Certification) and all documentation confirming the technical difficulty to the [OVW contact](#) by the [JustGrants deadline](#).

#### Technical difficulties while applying in JustGrants

1. Contact OVW JustGrants Support at [OVW.JustGrantsSupport@usdoj.gov](mailto: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. Work with OVW JustGrants Support to resolve the technical difficulty.
4. Email the [OVW contact](#) before the [JustGrants deadline](#). If an applicant must submit their application by email due to a technical difficulty, they must do so by the JustGrants 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-424, Proposal Narrative, Budget and Budget Narrative, ELSI Summary Data Sheet, Pre-Award Risk Assessment, Delivery of Legal Assistance Certification).

OVW does not guarantee that applications submitted by email will be considered for funding, even if the email is received before the JustGrants deadline. OVW will decide and notify applicants of the decision within 30 days of the JustGrants deadline. OVW may then ask applicants to coordinate with OVW to submit applications in Grants.gov and JustGrants.

#### 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 the deadline. In such circumstances:

1. Email the [OVW contact](#) listed in this NOFO as soon as the applicant is aware of severe weather or disaster that may prevent the applicant from submitting the application on time. The email should describe the weather event or disaster, including when it occurred or is likely to occur, the impacted area, and the impact on the applicant and/or partners' ability to ensure the application is submitted before 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, then attach the application to the email.
2. After following step 1, 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.**

Within 30 days of receiving a request for late submission, OVW will notify the applicant of a decision to approve or deny it.

## **Application Review Information**

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### **Responsiveness Review**

Criteria that make an application or project ineligible are listed in the [Application Contents](#) and [Eligibility](#) sections of this NOFO. Additional information about circumstances that may result in removal from consideration is provided below under [Review and Selection Process](#) and [Risk Review](#).

### **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. Applications will also 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 even if it is included elsewhere within the application. Each section will be reviewed as a separate document and will be scored as such. Scoring details can be found in the [Application Contents](#) section of this NOFO.

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 NOFO. 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. All reviewers are required to adhere to OVW's peer review conflict of interest policy, which is designed to identify and resolve any issues that may call into question a reviewer's impartiality or objectivity regarding an application.

## 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.

Absent explicit statutory authorization or written delegation of authority to the contrary, all award decisions will be made by the OVW Director, who also may consider factors including but not limited to: reaching underserved populations, geographic diversity, past performance, and available funding when making awards. All award decisions are final and not subject to appeal.

## **Risk Review**

Prior to making an award, OVW must evaluate the risk posed by applicants as described in 2 C.F.R. § 200.206(b), using the applicant's responses to the questions listed in [Appendix B](#). OVW also must review and consider integrity and performance information about applicants that is available in SAM.gov. Applicants may review and comment on information about themselves that another federal awarding agency has previously entered. OVW considers the applicant's comments as well as other information available in SAM.gov in making its judgment about the risk posed by making an award to the applicant.



## High-Risk Recipients

Based on DOJ's assessment of each recipient's current or past funding, unresolved audit issues, delinquent programmatic and fiscal reporting, and prior performance, a recipient may be designated "high-risk." Awards to high-risk recipients may carry special conditions such as increased monitoring and/or prohibitions on drawing down funds until certain requirements are met. High-risk recipients with substantial or persistent performance or compliance issues, long-standing open audits, or open criminal investigations may not be considered for funding.

## **Award Notices**

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OVW notifies applicants through JustGrants (not Grants.gov) when they receive an award. Successful applicants then log into JustGrants to review and accept the award. The Authorized Representative must acknowledge that they have read and understood all sections of the award instrument and they must submit the required declaration and certification to accept the award. These steps must be completed electronically in JustGrants.

By the anticipated decision notification date in the [Key Dates](#) section of this NOFO, unsuccessful applicants will receive a letter addressed to their Authorized Representative with information on how to receive feedback on their application.

## 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 application's merit, OVW may fund an application not selected under this funding opportunity in a future fiscal year or under another OVW program.

## **Post-Award Requirements and Administration**

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### **Administrative, National Policy, and Other Legal Requirements**

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 [Application Companion Guide](#) entitled "Requirements for All OVW Applicants and 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.

### Civil Rights and Accessibility

Recipients must comply with applicable federal civil rights laws, as well as the nondiscrimination provisions in the Violence Against Women Act (VAWA) and, for some OVW programs, in the

Omnibus Crime Control and Safe Streets Act. Taken together, these federal laws prohibit recipients from discriminating either in *employment* (subject to an exemption for certain faith-based organizations) or in the *delivery of services or benefits* based on race, color, national origin, sex, religion, or disability, and in the delivery of services or benefits based on age. More information on these obligations is available in the [Application Companion Guide](#).

VAWA, as amended, prohibits OVW recipients from excluding, denying benefits to, or discriminating against any person based on 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. For additional information, see [Frequently Asked Questions: Non-Discrimination Grant Condition in the Violence Against Women Act of 2013](#).

Compliance with federal civil rights laws includes taking reasonable steps to ensure that persons with limited English proficiency (LEP individuals) have meaningful access to recipients' programs and activities. Additionally, recipients are 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 expects applicants to allot sufficient resources to ensure programs and activities are accessible and to go beyond minimum compliance in providing accessibility.

**Serving victims effectively and supporting their safety and recovery requires programs to be accessible to people with disabilities and those who are Deaf or hard of hearing, to provide language access to LEP individuals, to ensure that any sex-segregated or sex-specific services are comparable, and generally to serve all survivors free from discrimination.**

## **Post-Award Reporting Requirements**

OVW recipients must 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 [Application Companion Guide](#) and the award condition on recipient integrity and performance matters available on the [OVW website](#).

## **Other Information**

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### **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.**

## Appendix A: Budget Instructions and Sample Budget Narrative

### Budget Instructions

*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 Application 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 notice of funding opportunity specifies the amount of grant funds that must be budgeted for 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](mailto: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 notice of funding opportunity 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 notice of funding opportunity 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>
Program Coordinator	\$65,000 x 50% x 3 years	\$97,500
Bilingual Shelter Manager	\$70,000 x 100% x 3 years	\$210,000
Administrative Assistant	\$45,000 x 10% x 3 years	\$13,500

Sample narrative: The Program Coordinator will dedicate 50% of their time to the project by coordinating and organizing regular council meetings between all partner organizations, ensuring



compliance with program requirements, and serving as the central point of contact for all project activities.

The Bilingual Shelter Manager will dedicate 100% of their time to the project by providing direct client assistance, coordinating services and case management for clients, and managing the temporary shelter 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:     \$ 321,000**

**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>
Program Coordinator		
Employer’s FICA	\$97,500 x 7.65%	\$ 7,459
Health Insurance	\$4,800/year x 50% x 3 years	\$ 7,200
Worker’s Compensation	\$97,500 x 1.00%	\$ 975
Unemployment Compensation	\$97,500 x 0.50%	\$ 488
Bilingual Shelter Manager		
Employer’s FICA	\$210,000 x 7.65%	\$16,065
Health Insurance	\$4,800/year x 100% x 3 years	\$14,400
Worker’s Compensation	\$210,000 x 1.00%	\$ 2,100
Unemployment Compensation	\$210,000 x 0.50%	\$ 1,050
Administrative Assistant		
Employer’s FICA	\$ 13,500 x 7.65%	\$ 1,033
Health Insurance	\$4,800/year x 10% x 3 years	\$ 1,440
Worker’s Compensation	\$ 13,500 x 1.00%	\$ 135
Unemployment Compensation	\$ 13,500 x 0.50%	\$ 68

Sample Narrative: We request fringe benefits for the Program Coordinator, Bilingual Shelter Manager, and Administrative Assistant. Each employee’s share of Health Insurance cost is prorated based on their projected time on the project.

**TOTAL FRINGE BENEFITS:     \$ 52,413**



**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-Mandated Training and Technical Assistance	TBD	TBD	TBD	\$12,000
Local Program Mileage	XYZ County		150 miles/month x \$0.655/mile x 36 months	\$ 3,537

Sample narrative: According to the requirements in the notice of funding opportunity for this program, \$12,000 out of the total \$20,000 in OVW mandated technical assistance and training funds has been allocated to cover the travel cost for staff. The remaining amount of \$8,000 has been allocated for partner travel and can be found in Section G of this form. The exact locations of the trainings are currently unknown. However, travel estimates have been made using our 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 program shelter, main office, and all partner organizations. The rate for mileage reimbursement is calculated based on the current GSA Mileage Reimbursement Rate of \$0.655/mile and is estimated to be around 150 miles per month for a period of 36 months.

**TOTAL TRAVEL:        \$ 15,537**

**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>
(2) Video Cameras	\$1,500/camera x 2 cameras	\$ 3,000

Sample narrative: The portable video cameras and tripod package will be used during the interviews of alleged offenders, as well as to record witness testimony in preparation for trial in cases of domestic violence, dating violence, sexual assault, and stalking. Our capitalization threshold is \$1,000, so these items are classified as Equipment.

**TOTAL EQUIPMENT:    \$ 3,000**

**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 (paper, printer, toner, pens, etc.)	\$250/month x 53% x 36 months	\$4,770
Postage	\$ 100/month x 53% x 36 months	\$1,908
Program Supplies	\$ 50/month x 36 months	\$1,800
75 Client Assistance Kits	\$ 25/kit x 75 kits	\$1,875

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 53% (based on total FTEs in the office is 3FTEs, and total FTEs in this budget is 1.6FTEs, so  $1.6 / 3 = 0.53$ , or 53%). 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).

Program Supplies are estimated at a cost of \$50/month, based on historical data. The program supplies will be used for direct program activities such as art supplies and educational handouts/brochures for healing circles and group meetings for survivors.

The Client Assistance Kits will be provided to clients who receive services for domestic violence, dating violence, sexual assault, and stalking. These kits will contain toiletries and other personal hygiene products. We estimate the need for 75 kits, and the cost is based on similar kits provided by other programs.

**TOTAL SUPPLIES:       \$10,353**

**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.

**Purpose**

**Description of Work**

**Cost**

**TOTAL CONSTRUCTION: \$ 0**

**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.

<b><u>Subrecipient Name</u></b>	<b><u>Computation</u></b>	<b><u>Cost</u></b>
<b>XYZ Survivor Services Organization</b>		
Advocate	\$40,000 per year x .25 FTE x 3 years	\$30,000
Advocate	Benefits x 28% of FTE salary	\$ 8,400
OVW-Mandated Training and Technical Assistance	Location and cost TBD	\$ 4,000

**Subtotal XYZ Survivor Services Organization Subaward \$42,400**

Sample narrative: The MOU partner XYZ Survivor Services Organization will offer advocacy services, such as safety planning and court accompaniment services. To cover the cost of travel for their staff, \$4,000 of the required \$20,000 in OVW mandated technical assistance and training funds has been allocated, in line with the budget requirements set forth in the notice of funding opportunity for this program. However, the training session locations are currently unknown. Travel estimates are based on the subrecipient’s formal written travel policy.

<b><u>Subrecipient Name</u></b>	<b><u>Computation</u></b>	<b><u>Cost</u></b>
<b>123 Housing Provider</b>		
Permanent housing advocate	\$40,000 per year x .10 FTE x 3 years	\$12,000
Advocate	Benefits x 28% of FTE salary	\$ 3,360
Rent subsidies	\$150/month x 36 months x 15 clients/families	\$ 81,000
OVW-Mandated Training and Technical Assistance	Location and cost TBD	\$ 4,000

**Subtotal 123 Housing Provider Subaward \$100,360**

Sample narrative: The MOU partner, 123 Housing Provider, will provide rent subsidies for clients and their dependents, permanent housing placement services, and advocacy. The rent subsidy rates are based on our experience with available community housing. Out of the required \$20,000 for OVW

mandated technical assistance and training funds, \$4,000 has been allocated to cover the cost of travel for partner staff. Travel estimates are based on the subrecipient's formal written travel policy and training locations are currently unknown.

**TOTAL SUBAWARDS: \$142,760**

**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	Sexual Assault Training	\$575/day x 3 days	\$ 1,725

Sample narrative: A Consultant/Trainer will provide a three-day on-site training (at 8 hours per day) on sexual assault and related issues to law enforcement, prosecution, court personnel, and medical and social services personnel. The training will focus on addressing cultural needs of clients who experience sexual assault, domestic violence, dating violence, and stalking.

**Subtotal Consultant Fees: \$ 1,725**

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

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Delivery of Sexual Assault Training	Town of XYZ	Airfare	\$500 (avg.) x 1 person x 1 trip	\$ 500
		Lodging	\$ 75 (avg.)/night x 2 nights	\$ 150
		Per diem	\$ 45 (avg.)/day x 3 days	\$ 135

**Subtotal Consultant Travel: \$ 785**

Sample narrative: Funds are allocated to pay for the Consultant/Trainer to travel to provide sexual assault training.

	<b>Subtotal Consultants:</b>	<b><u>\$ 2,510</u></b>
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**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.

<b><u>Item</u></b>	<b><u>Computation</u></b>	<b><u>Cost</u></b>
Therapist	\$85/hr. x 10 hrs./month x 36 months	\$30,600
Cell Phone Service	\$75/month x 36 months	\$ 2,700
Copier and Printer Lease	\$262/month x 53% x 36 months	\$ 5,000
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
	<b>Subtotal Contracts:</b>	<b><u>\$ 61,415</u></b>

Sample narrative: The Therapist will be compensated at a rate of \$85/hour, consistent with the therapist’s normal rate for providing this service in the marketplace. This contracted position will provide individual counseling sessions to clients on an as-needed basis and facilitate the group healing sessions once per week for 2 hours. A total of 10 hours of service per month is estimated.

The Bilingual Shelter Manager will need a cell phone to ensure 24 hours/day communication to provide emergency services and transportation to clients. This position is funded 100% through the application, therefore 100% of this cost is budgeted.

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).

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. (We also employ a Spanish-English bilingual Shelter Manager, who assists with Spanish language interpretation.)

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:                    \$ 63,925**

**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>
Bus Vouchers	\$15/client x 10/month x 36 months	\$ 5,400
Crisis Hotline	\$ 75/month x 36 months	\$ 2,700
Rent	\$1.50/sq. foot x 1,000 sq. feet x 36 months	\$54,000
Utilities	\$200/month x 36 months	\$ 7,200
Housing Assistance	\$500/family x 12 families/year x 3 years	\$18,000

Sample narrative: Bus Vouchers are estimated at a cost of \$15 per client to attend therapy or group healing sessions and we project distributing 10 per month on an as-needed basis. Vouchers are kept in a locked safe, inventoried by the Program Coordinator, and require a signature for distribution by the Shelter Manager.

Clients in remote areas often lack access to long-distance service providers, and contacting the program office can be a long-distance call for many of them. The project will maintain an 800 hotline for clients, which will be staffed daily by volunteers. The cost budgeted is for the fee associate with the use of the 800 number.

The Client Services Program rents a safe house located within the community. The house is used to provide temporary housing to clients who experience domestic violence and their minor children. The rent is consistent with the fair market rate for similar properties in the local community. This is a direct cost to the program and is used solely for the purpose of this program, therefore the cost is not allocated.

The cost of utilities (i.e., gas, electric, and water service) for the Client Services Program safe house averages \$200/month. The services are necessary to ensure that the house is suitable for occupancy. This is a direct cost to the program and is used solely for the purpose of this program, therefore the cost is not allocated.

Funds have been budgeted to provide monthly housing assistance to at least one client who experienced domestic violence, dating violence, sexual assault, or stalking. Each client and dependents will receive up to \$500 to assist with rent and utility payments. Housing assistance will not be used to pay for delinquent or past due utility or rental costs.

Funds for Language Line Solutions (LLS) for telephonic interpreting at a rate of \$3.95 per minute are budgeted. In recent years, we have used LLS between 225 and 275 minutes per year, and we anticipate a 10% increase in usage based on recent trends.

**TOTAL OTHER COSTS: \$ 87,300**

**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>
32% of Direct Salaries (Excluding Fringe Benefits)	\$321,000 x 32%	\$102,720

**TOTAL INDIRECT COSTS: \$ 102,720**

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.

<b>Budget Category</b>	<b>Amount</b>
A. Personnel	\$ 321,000
B. Fringe Benefits	\$ 52,413
C. Travel	\$ 15,537
D. Equipment	\$ 3,000
E. Supplies	\$ 10,353
F. Construction	\$ 0
G. Subawards.	\$ 142,760
H. Procurement Contracts	\$ 63,925
I. Other Costs	\$ 87,300
<b>Total Direct Costs</b>	<b>\$ 694,113</b>
J. Indirect Costs	\$ 102,720
<b>TOTAL PROJECT COSTS</b>	<b><u>\$ 796,833</u></b>
Federal Share Requested	\$ 796,833
Non-Federal (Match) Amount	\$ 0

## **Appendix B: Pre-Award Risk Assessment**

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

The Summary Data Sheet must be completed and submitted as an attachment under the Additional Application Components section in JustGrants.

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.**
    - Yes – go to Q 2A & 2B
    - No

2A. List all subrecipients

2B. 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?
    - Yes – go to 3A
    - No

3A. Specify the end date of the applicant's fiscal year.
  
  4. Identify the percentage of grant activities, should the application be funded that will address each of the following issues (the total percentages should not exceed 100)
    - Domestic Violence
    - Dating Violence
    - Sexual Assault
-

- Intimate partner sexual assault
  - Non-intimate partner sexual assault
  - Stalking
5. What is the mission statement of the organization, or the designated division or program that will house the ELSI project? The mission or purpose of the organization or division/program must be to provide direct services to victims of domestic violence, dating violence, sexual assault, or stalking.
  6. Does the applicant currently offer in-house legal representation – that is, representation by attorneys who are employed by the applicant.
  7. Does the applicant propose to serve victims on Tribal lands?
    - If yes, what percentage of the requested funding does the applicant propose to support victims on Tribal lands?