



U.S. Department of Justice Office on Violence Against Women

OVW Fiscal Year 2025 Training and Services to End Abuse in Later Life Program

Grants.gov Funding Opportunity Number

O-OVW-2025-172275

Assistance Listing Number

16.528

Application Due

Deadline to submit Standard Form/SF-424 in Grants.gov: March 4, 2025, by 11:59 PM Eastern Time

Deadline to submit application in JustGrants: March 6, 2025, by 8:59 PM Eastern Time

Contents

Basic Information	4
Executive Summary	4
Key Dates	4
Contact Information	5
Resources for Applying.....	6
Eligibility	6
Eligible Applicants.....	6
Other Program Eligibility Requirements	8
Types of Applications.....	8
Ineligible Entities and Disqualifying Factors.....	9
Program Description.....	9
Purpose Areas	10
Statutory Considerations.....	10
Program Requirements.....	11
Program-Specific Unallowable Costs.....	16
Limited Use of Funds	17
Activities Requiring Prior Approval.....	17
Type of Award.....	18
Application Contents and Format.....	18
Letter of Intent	18
Application Contents	18
Formatting and Technical Requirements	18
Proposal Abstract	19
Data Requested with Application	19
Summary Data Sheet.....	19
Proposal Narrative	19
Budget and Associated Documentation	22
Memorandum of Understanding and Supporting Documents	26
Additional Application Components	29
Disclosures and Assurances.....	30
Submission Requirements and Deadlines.....	31

Prior to Application Submission	31
How to Apply.....	31
Submission Dates and Times	32
Application Submission Checklist	33
Application Review Information.....	35
Responsiveness Review.....	35
Review Criteria	35
Review and Selection Process	36
Risk Review	37
Award Notices	38
Post-Award Requirements and Administration.....	38
Administrative, National Policy, and Other Legal Requirements.....	38
Post-Award Reporting Requirements	39
Other Information	40
Public Reporting Burden - Paperwork Reduction Act Notice	40
Appendix A: Budget Instructions and Sample Budget Narrative	41
Appendix B: Pre-Award Risk Assessment	56
Appendix C: Summary Data Sheet	58

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 Training and Services to End Abuse in Later Life Program (Abuse in Later Life Program) (Assistance Listing # 16.528) supports a comprehensive approach to addressing abuse in later life, including domestic violence, dating violence, sexual assault, stalking, neglect, abandonment, economic abuse, or willful harm committed against victims who are 50 years of age or older (hereinafter “older victims”). Applicants eligible to apply for this program are States; Units of local government; Tribal governments or Tribal organizations; Population specific organizations; Victim service providers; and State, Tribal, or territorial domestic violence or sexual assault coalitions.

Funding Opportunity Details	
Federal Agency Name	U.S. Department of Justice, Office on Violence Against Women
Funding Opportunity Title	OVW FY 2025 Training and Services to End Abuse in Later Life Program
Announcement Type	Initial
Grants.gov Funding Opportunity Number	O-OVW-2025-172275
Assistance Listing Number	16.528
Statutory Authority	34 U.S.C. § 12421
Expected Total Amount of Funding	\$13,000,000
Anticipated Number of Awards	25
Expected Award Amount(s)	\$450,000 to \$750,000
Expected Award Period(s)	The award period is 48 months for new grantees and 36 months for continuation grantees.

Key Dates

This table contains deadlines and other important dates.

Key Dates	
Funding Opportunity Release Date	On or about December 31, 2024.
Pre-Application Information Session(s)	January 14, 2025. Attendees must register by January 9, 2025, via email to ovw.elder@usdoj.gov .
<u>Sam.gov Registration/Renewal</u>	Recommend <u>completing process</u> by February 11, 2025
<u>Grants.gov Registration/Renewal</u>	Recommend <u>completing process</u> by February 11, 2025
<u>Letter of Intent</u> (Optional)	ovw.elder@usdoj.gov by February 6, 2025
<u>Grants.gov</u> Deadline	March 4, 2025, by 11:59 PM Eastern Time (ET)
<u>JustGrants</u> Deadline	March 6, 2025, by 8:59 PM ET
Decision Notification Date	OVW anticipates notifying applicants of funding decisions by October 1, 2025.

Contact Information

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

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

Resources for Applying

Pre-application Information Session

OVW will conduct an 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.elder@usdoj.gov. See [Key Dates](#) for date(s) and deadline to register. A recording will subsequently be available on the [OVW website](#).

Application Resources

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

Eligibility

Eligible Applicants

Entities that are eligible to apply are:

States and Territories

- State governments, including the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands, and the Northern Mariana Islands (34 U.S.C. § 12291(a)(37))

Units of Local Government

- Any city, county, township, town, borough, parish, village, or other general purpose political subdivision of a State (or territory) (34 U.S.C. § 12291(a)(47))
- The following are not considered units of local government: (1) Police departments; (2) Pre-trial service agencies; (3) District or city attorneys' offices; (4) Sheriffs' departments; (5) Probation and parole departments; and (6) Universities. (28 C.F.R. § 90.2(g)) These entities may assume responsibility for the development and implementation of the project but must have their state, tribal government, or unit of local government apply as the lead applicant.

Indian Tribal Governments

- 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, defined by, 34 U.S.C. § 12291(a)(44), as a victim services provider that has as its primary purpose to assist Native victims of domestic violence, dating violence, sexual assault, or stalking, and 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)(45))

Population Specific Organizations

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

Victim Service Providers

- A nonprofit, nongovernmental or Tribal organization or rape crisis center, including a state, territorial coalition, that assists or advocates for domestic violence, dating violence, sexual assault, or stalking victims, including domestic violence shelters, faith-based organizations, and other organizations, with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking (34 U.S.C. § 12291(a)(50)). Victim service providers must provide direct services to victims of domestic violence, dating violence, sexual assault, or stalking as one of their primary purposes and have a demonstrated history of effective work in this field.
- Culturally specific organizations, Tribal organizations, and population-specific organizations serving underserved communities that meet this definition of “victim service provider” are eligible to apply.

State, Tribal, or Territorial Coalitions

- A coalition recognized by OVW pursuant to 34 U.S.C. § 10441(d)(2)(A), determined by the Secretary of Health and Human Services under 42 U.S.C. § 10411 and 10402, or determined by the Centers for Disease Control and Prevention under the Public Health Service Act (42 U.S.C. §§ 280b et seq.). See 34 U.S.C. § 12291(a)(38), (39), and (42).

Faith-Based and Community Organizations

Faith-Based and community organizations, including culturally specific organizations, Tribal organizations, and population-specific organizations, that meet the eligibility requirements are eligible to receive awards under this program (see [Partnership with Faith-Based and Other Neighborhood Organizations](#) and the [Application Companion Guide](#) for more information).

501(c)(3) Status

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

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 dated and signed after December 31, 2024, and developed in accordance with this NOFO.

Required Partnerships

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

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

The required partnerships must be detailed in a Memorandum of Understanding (MOU), signed by the Authorized Representative of each of the four required MOU partners. Selected recipients that submit an application without a properly signed MOU must submit a properly signed MOU prior to receiving an award. A selected recipient that does not submit a properly signed MOU will be ineligible to receive funding.

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 or whose previous funding under this program expired on or before March 6, 2024.

Continuation Applicants

Applicants that have an existing or recently closed (after March 6, 2024) award under this program. Continuation funding is not guaranteed.

Recipients of an FY 2023 or 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, an organization that is a partner/subrecipient on an FY 2023 or FY 2024 award is not eligible to apply as the lead applicant or as a partner/subrecipient on an FY 2025 proposal.

Note: Current recipients with a substantial amount of unobligated funds remaining (50 percent or more of the current award) as of March 31 of this year, 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

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

Mandatory Purpose Areas

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

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

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

Permissible Purpose Areas

Pursuant to 34 U.S.C. § 12421(1)(B), program funds may be used to:

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

Statutory Considerations

Pursuant to 34 U.S.C. § 12421(3), “the Attorney General shall give priority to proposals providing services to culturally specific and underserved populations.” The term “culturally specific populations” refers to American Indians (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians and other Pacific Islanders, Blacks, and Hispanics. See 34 U.S.C. § 12291(a)(8); 42

U.S.C. § 300u-6(g). The term “underserved populations” means “populations who face barriers in accessing and using victim services, and includes populations underserved because of geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, [and] populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age)[.]” 34 U.S.C. § 12291(a)(46).

To adhere to this statute:

- OVW will give special consideration to applicants proposing to meaningfully increase access to services for underserved and culturally specific populations. Therefore, applicants should provide information about whether their projects focus on addressing the needs of these populations. (Note that special consideration does not mean that applicants will receive any additional points for their responses during peer review or programmatic review).
- Applicants interested in improving support for survivors from underserved or culturally specific populations can apply for up to an additional \$50,000 to fund activities focused on those populations. Applicants applying for this additional funding must partner via an MOU with a [“population specific organization\(s\)”](#), in addition to the four required MOU partners. These partners must be involved in project planning and implementation and be fairly compensated for their participation in the project
- OVW will give special consideration to proposals submitted by population specific organizations, as defined above.

Mandatory Program Requirements

1. Training/Cross-Training:

A. New Grantees

(1) Grantee Orientation:

- Each grantee must send its project coordinator and one management/leadership level representative from each of its four required MOU partners to a three-day grantee orientation.
- Grantees receiving an additional \$50,000 to fund activities focused on culturally specific and underserved communities must send a representative from the MOU partner that is a population specific organization.
- Attendance at orientation may require participants to travel to this OVW-sponsored event.

(2) **Law Enforcement Training:** New grantees must provide training for law enforcement. The training may be in-person or virtual, in accordance with the requirements set forth below:

a. Requirements for In-person Training Option: Each new grantee must complete the following

- i. Law Enforcement “Training of Trainers” (TOT) Training:

- Each grantee must send a multidisciplinary training team (MDTT) to a three-day TOT. MOU partners must send the following representatives: a law enforcement officer, a prosecutor, an advocate from the designated victim service provider, a representative from the program or agency with demonstrated experience in assisting individuals in later life, and the project coordinator.
 - Grantees receiving an additional \$50,000 to fund activities focused on culturally specific and underserved communities must send a representative from the population specific organization(s) MOU partner(s).
 - It is highly recommended that grantees send two additional persons to the training as back-up trainers. A maximum of eight individuals may attend this event: six team members who will actively participate in the TOT and the project coordinator who will attend this event as an observer.
 - Attendance may require participants to travel to this OVW-sponsored event.
- ii. Law Enforcement Trainings: Each grantee's MDTT must provide one-day (eight-hour) local training for law enforcement. The team must use the OVW-provided curriculum that has already been developed by experts in the field. Due to the interactive nature of the training, the maximum recommended class size is 30 participants per class.

Applicants must receive commitment(s) from law enforcement agency(ies) to send personnel to attend these local trainings. Grant funds may be used to reimburse law enforcement agencies for time spent by sworn law enforcement attending this training.

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

b. Requirements for Virtual Training Option:

- Grantees must have law enforcement complete a virtual training course, which provides basic and advanced training on identifying, addressing, and investigating abuse in later life. The training consists of 23 modules developed by experts and approved by OVW. The course is self-paced, takes about six hours, and can be completed in multiple sessions. Applicants must receive commitments from law enforcement agencies that their law enforcement personnel will complete the training.

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

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

- Applicants must submit Letters of Commitment (LOC) (see Content and Form of Application Submission section) reflecting that participating prosecutors' offices will attend.
- The MOU must outline prosecutor partners' commitment to attend.
- Attendance at this institute may require participants to travel to this OVW-sponsored training event.
- Applicants must include funds in their budget to support prosecutors' attendance. Grant funds may be used to reimburse prosecutors' offices for time spent at this training.

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

- Applicants must detail this "commitment to encourage" in their MOUs.
- Attendance may require participants to travel to this OVW-sponsored training event.
- Applicants must include funds in their budgets to support judges' attendance.

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

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

(6) Direct Services Cross-Training:

- Each grantee must provide trainers from two MOU partners (one from the victim service provider and one from the program or agency with demonstrated experience in assisting individuals in later life) who will conduct local one-day cross-trainings to agencies of states or units of local government, attorneys, health care providers, population specific organizations, faith-based advocates, and victim service providers.
- Grantees receiving an additional \$50,000 to fund activities focused on culturally specific and underserved communities must send a representative from the population specific organization(s) MOU partner(s).

- This training uses a curriculum developed by national organizations and experts and approved by OVW. Applicants must outline in their MOU the number of trainings that will be held and the commitment(s) from the organizations providing trainers for these events.
- Applicants must submit LOC(s) (see Content and Form of Application Submission section) that detail commitments from agencies of states or units of local government, attorneys, health care providers, population specific organizations, faith-based advocates, and/or victim service providers to attend these trainings.

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

B. Continuation Grantees

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

(2) Other Trainings/Cross-Trainings

Continuation grantees will be permitted to engage in other training/cross-training activities based on the needs of their continuation projects.

2. Coordinated Community Response (CCR):

New and Continuation Grantees

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

3. Providing or Enhancing Services for Older Victims:

New and Continuation Grantees

Every grantee must work with its MOU partners and other CCR members to provide outreach and services designed to address the unique needs of older victims in their communities. Both new and continuation grantees may propose providing legal services as part of their Strategic Plan. The amount that may be used for legal assistance is capped at 20% of outreach and services funds. Pursuant to 34 U.S.C. § 12291(b)(12), any recipient or subrecipient providing legal assistance with funds awarded under this program must submit a Delivery of Legal Assistance Certification letter. A [sample Delivery of Legal Assistance Certification letter](#) can be found on the OVW website. Grantees that propose to provide legal services must submit a legal assistance certification with their Strategic Plan after completing their community needs assessment or critical assessment.

A. New Grantees

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

Planning Phase:

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

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

Implementation Phase:

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

B. Continuation Grantees

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

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

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

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. Grantees receiving an additional \$50,000 to fund activities focused on culturally specific and underserved communities must address in their Strategic Plan how the projects will address the needs of the population(s) identified and the role that the population specific organization(s) MOU partner(s) will play in working with the population(s).

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. Supporting criminal justice/investigative positions. Personnel costs for criminal justice/investigative professionals are permitted only to cover time spent conducting or attending training required by this program. Funds may not be used to compensate personnel for the performance of criminal justice/investigative duties.
3. Curriculum development. OVW has worked closely with national technical assistance providers with relevant expertise in abuse in later life, violence against women, and curriculum development to create training materials for use by grantees. As a result, curriculum development activities proposed by applicants will be considered out of scope.
4. Criminal representation of victims. Criminal representation of victims charged with a crime, except for representation in post-conviction relief proceedings where the victim's conviction related to or arose from domestic violence, dating violence, sexual assault, or stalking.

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 three 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 cooperative agreements. Cooperative agreements are a type of award in which OVW expects to be substantially involved in planning and implementing the project. Examples of substantial involvement are: participating in meetings, reviewing drafts of products and plans, and helping select trainers, subject matter experts, and project sites. Recipients must be willing to work closely with OVW and be willing to make changes at OVW's request and/or when new needs emerge.

Application Contents and Format

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. by February 8, 2025. This letter does not obligate the applicant to apply, and ovw.elder@usdoj.gov 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
Proposal Narrative	
Purpose of the Proposal	15
What Will Be Done	15
Budget	
Budget worksheet and narrative	20
Memorandum of Understanding and Supporting Documents	
MOU	35 or 50
Additional Application Components	
Letters of Commitment, if applicable	15

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 15 pages for new applicants and no more than 20 pages for continuation applicants for the Proposal Narrative
7. Documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt)
8. Headings and sub-headings that correspond to 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

(15 points), maximum 15 pages for new applicants or 20 pages for continuation applicants, double-spaced)

The Proposal Narrative must include the sections outlined below.

Purpose of the Proposal (15 points)

This section must:

1. Describe the communities in the service area, including but not limited to: traditionally underserved populations, such as communities of color, people with disabilities, people who are Deaf or hard of hearing, persons with limited English proficiency, older adults, and LGBTQ+ communities.
2. Describe the geographic location and the percentage of over age 50 population in the service area and any available, relevant victimizations rates.
3. Detail the current response to abuse in later life for older victims within the proposed service area. This section must identify available services, as well as gaps and barriers in service provision.
4. All new applicants and continuation applicants that address training must identify existing training and/or educational programs available for those working with older victims (example: law enforcement officers, prosecutors, court officers, advocates, adult protective services workers) and explain why existing training and/or educational programs do not meet current needs.
5. Describe the need for project resources and how funding would alleviate that need. The need must directly relate to the stated gaps and barriers to providing services to older victims in the service area and (if applicable) the need to provide training and/or educational programs for those working with older victims.
6. Applicants applying for up to additional \$50,000 to fund activities focused on culturally specific and underserved communities must identify the population(s) to be served and explain why existing services do not meet their needs.

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

What Will Be Done (15 points)

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

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.

Services

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

1. Describe the outreach and services that the project anticipates providing to older victims. (If the applicant lacks sufficient information to address this issue, include a statement that appropriate data will be gathered during the planning phase.)
2. Provide the number of older victims currently receiving services from the MOU partners.
3. Detail the types of services provided.
4. Describe current outreach efforts focusing on older victims by the MOU partners.
5. Describe how the proposed project will address the unique needs of the traditionally underserved populations identified in the Purpose of the Proposal section above.
6. Describe 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: Continuation applicants may propose projects that sustain or enhance services funded under their prior award and must:

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

New and Continuation applicants: In accordance with 34 U.S.C. § 12421(3), applicants seeking special consideration for proposing to meaningfully increase access to services for underserved and culturally specific populations must provide information about how their projects will focus on addressing the needs of these populations. Applicants should:

1. Identify the specific populations to be served under the grant project.
2. Describe the barriers individuals from these populations who are older victims experience while attempting to seek services.

3. Identify project partner(s) who identify with or are representative of these populations and detail their demonstrated experience in providing services that are reflective of and responsive to the specific populations.

Budget and Associated Documentation

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 36 or 48 months. Budgets, including the total "estimated funding" on the [SF-424](#), must reflect 36 or 48 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. \$450,000 for projects with a service area population up to 400,000 for the entire 36 or 48 months.
2. \$600,000 for projects with a service area population 400,001 to 700,000 for the entire 36 or 48 months.
3. \$750,000 for projects with a service area population 700,001 and above for the entire 36 or 48 months.
4. \$750,000 for statewide projects, regardless of service area population for the entire 36 or 48 months

Note:

Applicants may apply for up to an additional \$50,000 in the total proposed budget for activities focused on culturally specific and underserved communities. Applicants applying for this additional

funding must propose to work with population specific organization(s) by including them as a MOU partner or partners. All partners should be compensated in the budget for their level of work.

1. **New** applicants: Requests for funding may not exceed \$775,000 for the 48-month project period. **Continuation** applicants: Requests for funding may not exceed \$775,000 for the 36-month project period.
2. Outreach and Services: **New** applicants must allocate a minimum of 25% of the proposed budget funds for outreach and direct services for older victims. **Continuation** applicants must allocate a minimum of 33% of the proposed budget funds for outreach and direct services for older victims. Outreach activities are limited to 10% of total award funds. Applications selected for funding that do not include the required allocation for outreach and services will not receive additional funds for this purpose but will be required to adjust their budgets to cover these costs prior to final approval of the proposal. The allocation should be clearly labeled as the “OVW allocation to support outreach and services” and be listed in the “Other” category.

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.

The budget must:

1. Present a clear link between the specific project activities and the proposed budget items. The budget should not contain items that are not supported by the Proposal Narrative.
2. Fairly and reasonably compensate all project partners for their full level of effort, unless otherwise stated in the MOU.
3. 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.
4. 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.
5. Include funds to attend OVW-sponsored TTA including, but not limited to, the following: grantee orientation, law enforcement training of trainers component, advanced law enforcement training, prosecutors’ institute, judicial institute, and direct services training of trainers component. 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.
6. The budget must include funds for outreach and direct victim services (a minimum of 25% for new applicants and 33% for continuation applicants).
7. Distinguish clearly between subawards and contracts in allocating any grant funds to other entities.

- 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](#).

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](#)).

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

Conference Planning and Expenditure Limitations

Applicants' budgets must be consistent with all requirements (including specific cost limits and prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (which is defined to include meetings, retreats, seminars, symposiums, training, and other similar events), and costs of attendance at such events. Information

on conference planning, minimization of costs, and conference reporting is available at [OVW Conference Planning](#).

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

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 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).

Memorandum of Understanding and Supporting Documents

Memorandum of Understanding (MOU) (35 points if an applicant must also submit a Letter of Commitment (LOC), as described below; otherwise 50 points)

The MOU is a document containing the terms of the partnership and the allocation of roles and responsibilities between two or more parties, and it must be included as an attachment to the application in JustGrants. The MOU is not a substitute for a subaward agreement, which ensures that subrecipients adhere to the requirements of the award and 2 C.F.R. Part 200 (see 2 C.F.R. § 200.332). Partners receiving funds under the award generally are considered subrecipients because they are carrying out a portion of the federal award.

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

The MOU must clearly:

1. Identify each of the four required MOU partners:
 - At least one law enforcement agency;
 - At least one prosecutor's office;
 - At least one victim service provider; and
 - At least one nonprofit program or government agency with demonstrated experience in assisting individuals in later life.

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

demonstrated experience in assisting individuals in later life must provide services to older individuals as one of its primary purposes.

2. For applicants applying for up to an additional \$50,000 to fund activities focused on culturally specific and underserved communities, a population specific organization(s) must be included as an additional MOU partner(s) and the MOU must detail how this partner(s) will be involved in project planning and implementation activities and be fairly compensated for their participation in the project.
3. Provide a brief history of the collaborative relationship among partners, including when and under what circumstances the relationship began and when each partner entered into the relationship. Continuation applicants must state whether the partners were MOU partners on the initial award.
4. Describe the roles and responsibilities each partner will assume to ensure the success of the proposed project.
5. Demonstrate how the proposed partnership can address the needs of the traditionally underserved population(s) identified in the Purpose of the Proposal section.
6. State that each project partner has reviewed the budget, is aware of the total amount being requested, and is being equitably compensated for their work under the grant or is agreeing to be partially compensated or receive no compensation from the grant.
7. State that each project partner has reviewed the MOU, including the program's requirements, and is aware of their roles and responsibilities as an MOU partner for the proposed project.
8. Describe the resources each partner will contribute to the project through time or in-kind contributions (e.g., office space, project staff, training).
9. Indicate if the project will satisfy the training requirement for law enforcement by providing the training virtually or through in-person eight-hour direct trainings and include a commitment to conduct these trainings.
10. If the project plans to satisfy the training requirement for law enforcement by providing the in-person eight-hour direct trainings, include a commitment from the four required project partners to each send representatives as part of an MDTT to the three-day law enforcement TOT component.
11. Indicate if in-person advanced trainings for law enforcement will be held and if so, include a commitment to conduct these trainings.
12. Indicate if cross-trainings for personnel from agencies of states or units of local government, attorneys, health care providers, population specific organizations, faith-based advocates, and victim service providers will be held, and if so, include a commitment to conduct these cross-trainings.
13. If the project plans to send an MDTT to the three-day direct services TOT component, include a commitment to send representatives from two project partners (one from the victim services program and one from the program or agency with demonstrated experience in assisting individuals in later life).
14. Indicate if prosecutors will attend the Prosecutors' Institute and include a commitment to send prosecutors to the event.
15. Indicate if judges will attend the national judicial institute.

16. Demonstrate a commitment to establish or support a multidisciplinary CCR addressing abuse in later life, including domestic violence, dating violence, sexual assault, stalking, neglect, abandonment, economic abuse, or willful harm committed against victims who are 50 years of age or older.
17. Include a commitment to provide outreach and direct services to older victims.

Letter(s) of Commitment (LOC), if applicable (15 points)

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

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

Continuation applicants that do not propose to conduct training do not have to submit LOCs.

Each agency and organization must provide an LOC to the applicant to be submitted with the application. LOC(s) must accompany the application as attachments to the application in JustGrants. Letters sent separately from the application will not be considered during the review process. Law enforcement agencies committing to having personnel complete the local one-day law enforcement training or virtual training modules and the local advanced law enforcement training may provide details of these commitments in a single letter.

The LOCs must clearly:

1. Provide the name of the agency/organization having the appropriate personnel complete training.
2. Include a clear and direct statement that the agency/organization is committed to having its personnel complete training.
3. Identify the type of personnel (law enforcement officers, prosecutors, victim service providers, government personnel) who will attend training.
4. Estimate:
 - a. The number of officers/deputies/detectives/investigators that law enforcement agencies are committing to complete the local one-day law enforcement training or virtual training modules.
 - b. The number of officers/deputies/detectives/investigators that law enforcement agencies are committing to send to the advanced law enforcement training.
 - c. The number of prosecutors committed to attend the National Institute on the Prosecution of Elder Abuse.
 - d. The number of victim service providers and other professionals that agencies and organizations are committing to attend the direct services cross-training.
5. The size of the law enforcement agency (specifically, the number of sworn law enforcement personnel employed by the agency).

6. Law enforcement agencies must include a commitment that officers/detectives/ investigators will complete the entire local one-day (eight-hour) training or the virtual training modules.
7. Law enforcement agencies must include a commitment that officers/detectives/ investigators will complete the entire local advanced law enforcement training.
8. Law enforcement agencies must include the size of the law enforcement agency (specifically, the number of sworn law enforcement personnel employed by the agency).
9. Prosecutors' offices must include a commitment that prosecutors will travel to and complete the four-day National Institute on the Prosecution of Elder Abuse.
10. Agencies/organizations must include a commitment that personnel will complete the one-day cross-training that would be held in their community.

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

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

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

Additional Application Components

The following 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.

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

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

Confidentiality Notice Form

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

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, 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

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.elder@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 **February 11, 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 March 4, 2025.
- Deadline to submit the full application in JustGrants: 8:59 pm ET on March 6, 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
<u>Application for Federal Assistance: SF-424</u>	Yes	Online Form	Grants.gov	
<u>Proposal Abstract</u>	Yes	Online Form	JustGrants	
<u>Pre-Award Risk Assessment</u>	Yes	Online Form	JustGrants	
<u>Summary Data Sheet</u>	Yes	Attachment	JustGrants	
<u>Proposal Narrative</u>	Yes	Attachment	JustGrants	
<u>Budget Worksheet and Budget Narrative</u>	Yes	Attachment	JustGrants	
<u>Indirect Cost Rate Agreement</u>	If applicable	Attachment	JustGrants	
<u>Disclosure of Process Related to Executive Compensation</u>	If applicable	Attachment	JustGrants	
<u>Memorandum of Understanding</u>	Yes	Attachment	JustGrants	
<u>Letter of Nonsupplanting</u>	Yes	Attachment	JustGrants	
<u>Confidentiality Notice Form</u>	Yes	Attachment	JustGrants	
<u>Disclosure of Lobbying Activities</u>	If applicable	Attachment	JustGrants	
<u>Summary of Other Federal Funding</u>	If applicable	Online Form	JustGrants	

Application Item	Required?	Submission Type	Submission Website	Date Completed
Letter(s) of Commitment	If applicable	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, MOU, LOC(s), if applicable) 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 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, MOU, LOCs, if applicable).

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

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).
5. Other program specifics, including possible point additions.

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

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

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

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 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	\$50,000 x 100% x 4 years	\$200,000
Administrative Assistant	\$45,000 x 10% x 4 years	\$18,000

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

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

TOTAL PERSONNEL: \$ 218,000

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

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Program Coordinator		
Employer’s FICA	\$200,000 x 7.65%	\$ 15,300
Health Insurance	\$4,800/year x 100% x 4 years	\$ 19,200
Worker’s Compensation	\$200,000 x 1.00%	\$ 2,000
Unemployment Compensation	\$200,000x 0.50%	\$ 1,000
Administrative Assistant		
Employer’s FICA	\$18,000 x 7.65%	\$ 1,377
Health Insurance	\$4,800/year x 10% x 4 years	\$ 1,920
Worker’s Compensation	\$ 18,000 x 1.00%	\$ 180
Unemployment Compensation	\$ 18,000 x 0.50%	\$ 90

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

TOTAL FRINGE BENEFITS: \$ 41,067

C. Travel – Project staff travel expenses should be itemized by purpose (e.g., training, field interviews, advisory group meeting, etc.) and include the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X per diem). For training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of travel policies applied, either the applicant’s policy or Federal Travel Regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
OVW New Grantee Orientation (3 days)	TBD	Airfare	\$500 (avg.) x 2 staff x 1 trip	\$ 1,000
		Lodging	\$ 224 (avg.) x 3 nights x 2 staff	\$ 1,344
		Per diem	\$ 71 (avg.) x 4 days x 2 staff	\$ 568
		Local travel	\$100 (avg.) x 2 staff	\$ 200
			Subtotal OVW-NGO Training:	\$ 3,112
Law Enforcement TOT Training (3 days)	TBD	Airfare	\$500 (avg.) x 1 staff x 1 trip	\$ 500
		Lodging	\$ 224 (avg.) x 3 nights x 1 staff	\$ 672
		Per diem	\$ 71 (avg.) x 4 days x 1 staff	\$ 284
		Local travel	\$100 (avg.) x 1 staff	\$ 100
			Subtotal Law Enforcement TOT Training	\$ 1,556
Direct Service TOT Training (3 days)	TBD	Airfare	\$500 (avg.) x 1 staff x 1 trip	\$ 500
		Lodging	\$ 224 (avg.) x 3 nights x 1 staff	\$ 672
		Per diem	\$ 71 (avg.) x 4 days x 1 staff	\$ 284
		Local travel	\$100 (avg.) x 1 staff	\$ 100
			Subtotal Direct Service TOT Training	\$ 1,556
Local Program Mileage		XYZ County	150 miles/month x \$0.67/mile x 48 months	\$ 4,824

Sample narrative: Funds have been included in the budget for the project coordinator to attend the mandated program trainings (new grantee orientation, law enforcement TOT, and victim services TOT) and for a representative from the grantee organization to attend new grantee organization as an MOU partner. The training session locations are currently unknown. Travel estimates are based on the subrecipient's formal written travel policy.

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

TOTAL TRAVEL: \$ 11,048

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

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

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

TOTAL EQUIPMENT: \$ 2,300

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

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

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

Law Enforcement TOT Training. Travel estimates are based on the subrecipient's formal written travel policy. The training session locations are currently unknown.

<u>Subrecipient Name</u>				
XYZ Prosecutor's Office				
Purpose	Location	Item	Computation	Cost
Prosecutor	Local/national	Training	\$30/hr (avg) x 100 hours	\$ 3,000
OVW-New Grantee Orientation (3 days)	TBD	Airfare	\$500 (avg.) x 1 staff x 1 trip	\$ 500
		Lodging	\$224 (avg.) x 3 nights x 1 staff	\$ 672
		Per diem	\$71 (avg.) x 4 days x 1 staff	\$ 284
		Local travel	\$100 (avg.) x 1 staff	\$ 100
Law Enforcement TOT Training (3 days)	TBD	Airfare	\$500 (avg.) x 2 staff x 1 trip	\$ 1,000
		Lodging	\$ 224 (avg.) x 3 nights x 2 staff	\$ 1,344
		Per diem	\$ 71 (avg.) x 4 days x 2 staff	\$ 568
		Local travel	\$100 (avg.) x 2 staff	\$ 200

Subtotal XYZ Prosecutor's Office Subaward \$7,668

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

<u>Subrecipient Name</u>				
XYZ DV/SA Organization				
Purpose	Location	Item	Computation	Cost
Advocate	Local/national	Training	\$30/hr (avg) x 150 hours	\$ 4,500
OVW-New Grantee Orientation (3 days)	TBD	Airfare	\$500 (avg.) x 1 staff x 1 trip	\$ 500
		Lodging	\$224 (avg.) x 3 nights x 1 staff	\$ 672
		Per diem	\$71 (avg.) x 4 days x 1 staff	\$ 284
		Local travel	\$100 (avg.) x 1 staff	\$ 100

Law Enforcement TOT Training (3 days)	TBD	Airfare	\$500 (avg.) x 1 staff x 1 trip	\$ 500
		Lodging	\$ 224 (avg.) x 3 nights x 1 staff	\$ 672
		Per diem	\$ 71 (avg.) x 4 days x 1 staff	\$ 284
		Local travel	\$100 (avg.) x 1 staff	\$ 100
Direct Service TOT Training (3 days)	TBD	Airfare	\$500 (avg.) x 1 staff x 1 trip	\$ 500
		Lodging	\$ 224 (avg.) x 3 nights x 1 staff	\$ 672
		Per Diem	\$ 71 (avg.) x 4 days x 1 staff	\$ 284
		Local Travel	\$100 (avg.) x 1 staff	\$ 100

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

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

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

		Local travel	\$100 (avg.) x 1 staff	\$ 100
Direct Service TOT Training (3 days)	TBD	Airfare	\$500 (avg.) x 1 staff x 1 trip	\$ 500
		Lodging	\$ 224 (avg.) x 3 nights x 1 staff	\$ 672
		Per Diem	\$ 71 (avg.) x 4 days x 1 staff	\$ 284
		Local Travel	\$100 (avg.) x 1 staff	\$ 100

Subtotal XYZ Aging Organization Subaward \$9,168

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

<u>Subrecipient Name</u>				
XYZ Court				
Purpose	Location	Item	Computation	Cost
Judicial Institute (4 days)	TBD	Airfare	\$500 (avg.) x 2 staff x 1 trip	\$ 1,000
		Lodging	\$224 (avg.) x 4 nights x 2 staff	\$ 1,792
		Per diem	\$71 (avg.) x 5 days x 2 staff	\$ 710
		Local travel	\$100 (avg.) x 2 staff	\$ 200

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

Subtotal XYZ Court Subaward \$3,702

Total Subaward \$61,374

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

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

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

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

Subtotal Consultant Fees: \$ 3,400

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

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Delivery of Advance Law Enforcement Training	TBD	Airfare	\$500 (avg.) x 2 persons x 1 trip	\$ 1,000
		Lodging	\$ 224 (avg.) x 4 nights x 2 trainers	\$ 1,792
		Per diem	\$71 (avg.) / 3 days x 2 trainers	\$ 426
		Local Travel	\$100 (avg.) x 2 trainers	\$ 200

Subtotal Consultant Travel: \$ 3,418

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

Subtotal Consultants: \$ 6,818

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

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

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

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

Remaining cost listed will be utilized in years 2-4 of the award period when outreach and services are implemented. The most common language in the local service area is Spanish, followed by Mandarin Chinese and Tagalog. Spanish language interpreters in applicant's area charge approximately \$100 per hour, and Mandarin and Tagalog interpreters charge approximately \$125 per hour. We estimate the number of hours of interpretation based on previous years plus an anticipated 10% increase during the project period.

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

intake form (3 pages X 2), confidentiality policy (1 page X 2), non-discrimination notice and complaint forms (3 pages X 2).

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

TOTAL PROCUREMENT CONTRACTS: \$ 40,450

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

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
OVW allocation to support outreach and services	26.5% of total budget	\$ 150,000
Printing Costs	500 (est.) participants x \$5 each	\$ 2,500

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

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

TOTAL OTHER COSTS: \$ 152,500

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

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

TOTAL INDIRECT COSTS: \$ 28,885

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

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

Budget Category	Amount
A. Personnel	\$ 218,000
B. Fringe Benefits	\$ 41,067
C. Travel	\$ 11,048
D. Equipment	\$ 2,300
E. Supplies	\$ 9,240
F. Construction	\$ 0
G. Subawards.	\$ 61,374
H. Procurement Contracts	\$ 40,450
I. Other Costs	\$ 152,500
Total Direct Costs	\$ 535,979
J. Indirect Costs	\$ 28,885
 TOTAL PROJECT COSTS	 <u>\$ 564,864</u>
 Federal Share Requested	 \$ 564,864
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. Is the applicant a nonprofit organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of that Code? Note: The applicant must upload proof of 501(c)(3) status in the Additional Application Components section of JustGrants.

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

6. Is the applicant a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure to establish a rebuttable presumption that its executives' compensation is reasonable? For additional information about the safe-harbor procedure, see Disclosure of Process Related to Executive Compensation in the Budget and Associated Documentation section of this solicitation. Note: The applicant must upload the required Disclosure of Process Related to Executive Compensation in the Budget and Associated Documentation section of JustGrants.
7. Applicants are required to demonstrate they are part of a multidisciplinary partnership. Provide the names of the four required partners below. If the applicant qualifies as one of the required partners, they may list themselves. Note: reference the partner requirements in the Other Program Eligibility Requirements section of this solicitation.
 - o Law enforcement agency
 - o Nonprofit program or government agency with demonstrated experience in assisting individuals in later life
 - o Prosecutor's office
 - o Victim service provider
8. Per 34 U.S.C. § 12421(3), the Abuse Later in Life Program requires that priority be given to proposals providing services to culturally specific or underserved populations (see Statutory Considerations for definitions of culturally specific and underserved populations). Does the application propose to provide services to a specific underserved or culturally specific population(s)?
9. Identify the underserved or culturally specific population(s) being served
 - o Culturally specific population to be served
 - o Culturally specific population to be served
 - o Culturally specific population to be served
10. Identify where the project will be implemented. The response must include the regional area(s) (city, town, county, or unincorporated area) where this project will be implemented. Include the population and square mileage of the regional area(s) to be served.
11. Identify the proposed service area and the population size?