



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

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# **OVW Fiscal Year 2018 Legal Assistance for Victims (LAV) Grant Program Solicitation**

**Release Date: on or about December 5, 2017**

## **Eligibility**

Eligible applicants are limited to: **private nonprofit entities; publicly funded organizations not acting in a governmental capacity; territorial organizations; Indian tribal governments; and tribal organizations.**  
(See “[Eligibility Information](#)”)

## **Deadlines**

**Applications are due by 11:59 p.m. Eastern Time (E.T.) on February 1, 2018.**  
(See “[Submission Dates and Times](#)”)

**Registration Information:** To submit an application, all applicants must obtain a Data Universal Number System (DUNS) Number and register online with the System for Award Management (SAM) and with [Grants.gov](#). To ensure sufficient time to complete the registration process, applicants must obtain a DUNS Number and register online with SAM and with [Grants.gov](#) immediately, but no later than, January 16, 2018.  
(See “[Registration](#)”)

**Letter of Registration:** Applicants are strongly encouraged to submit a letter of registration to [ovw.lav@usdoj.gov](mailto:ovw.lav@usdoj.gov) by January 11, 2018. This will ensure that applicants are well-positioned to successfully submit an application by the deadline. Submitting a Letter of Registration will not

obligate a potential applicant to submit an application. Interested applicants who do not submit a Letter of Registration are still eligible to apply.

(See “[Letter of Registration](#)”)

**Pre-Application Information Session:** OVW will post a pre-recorded Pre-Application Information Session on its website for entities interested in submitting an application for the LAV Grant Program. Listening to this session is optional. Interested applicants who do not listen to the pre-recorded session are still eligible to apply. The session is tentatively scheduled to be available by Wednesday, December 11, 2017 on the OVW website.

(See “[Pre-Application Information Session](#)”)

## Contact Information

For assistance with the requirements of this solicitation, email OVW at [ovw.lav@usdoj.gov](mailto:ovw.lav@usdoj.gov). Alternatively, interested parties may call OVW at (202) 307-6026.

## Submission and Notification Information

**Submission:** Applications for the LAV Grant Program will be submitted through [Grants.gov](http://Grants.gov). For technical assistance with [Grants.gov](http://Grants.gov), contact the [Grants.gov](http://Grants.gov) Customer Support Line at 1-800-518-4726.

The [Grants.gov](http://Grants.gov) number assigned to this announcement is OVW-2018-13828.

**Notification:** OVW anticipates notifying all applicants of funding decisions by October 1, 2018.

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# OVW LEGAL ASSISTANCE FOR VICTIMS (LAV) GRANT PROGRAM (CFDA 16.524)

## ***A. Program Description***

### **Overview**

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

### **About the OVW Legal Assistance for Victims Grant Program**

This program is authorized by 34 U.S.C. § 20121. The Legal Assistance for Victims (LAV) Grant Program is intended to increase the availability of civil and criminal legal assistance<sup>1</sup> needed to effectively aid adult and youth victims of sexual assault, domestic violence, dating violence, and stalking by providing funds that may be used to provide direct legal services to victims in legal matters relating to or arising out of that abuse or violence, at minimal or no cost to the victims. The LAV Grant Program was created to provide victims access to appropriately trained legal representation designed to meet the broad spectrum of legal issues survivors encounter.<sup>2</sup> Although protection orders play an important role in victim safety, representation in emergency and non-emergency protection order hearings does not address the breadth of legal needs of survivors of sexual assault, domestic violence, dating violence, and stalking. The LAV Grant Program supports the provision of holistic legal services. For example, survivors may also need legal assistance with other legal matters relating to or arising out of the abuse or violence, including family matters such as divorce, child custody or child support, immigration, administrative agency proceedings, housing, and assistance related to human trafficking as described herein. Any services funded under the LAV Grant Program must be linked to legal

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<sup>1</sup> "Legal assistance" includes assistance to adult and youth victims of sexual assault, intimate partner domestic violence, dating violence, and stalking in: a) family, tribal, territorial, immigration, employment, administrative agency, housing matters, campus administrative or protection or stay away order proceedings, and other similar matters; and b) criminal justice investigations, prosecutions and post-trial matters (including sentencing, parole, and probation) that impact the victim's safety and privacy.

<sup>2</sup> A recent study compared legal outcomes among domestic violence victims who had legal aid attorneys, private attorneys, or were self-represented. The study found that greater protections related to child custody and visitation were awarded to victims with legal aid attorneys who had expertise in handling domestic violence cases, compared to outcomes among pro se victims and victims with privately retained attorneys. Kernic, M. (2015). *Final report of the impact of legal representation on child custody decisions among families with a history of intimate partner violence study*. (NCJ 248 886). U.S. Department of Justice, National Institute of Justice. Retrieved from: <https://www.ncjrs.gov/pdffiles1/nij/grants/248886.pdf>.

assistance. Examples of activities beyond direct legal services that may be supported with LAV funds include:

- Advocacy, as long as the advocate is providing services related to the legal assistance, e.g., safety planning, court accompaniment, preparation for court appearances, and assistance with obtaining resources such as housing, employment, and child care;
- Translation services, if related to the legal services;
- Child care directly related to legal assistance, e.g. child care to enable the victim to meet with his/her attorney or go to court; and
- Transportation related to the legal assistance, e.g., travel to meet with the lawyer or to court.

LAV Grant Program funds may not be used to provide criminal defense services.

For additional information on the LAV Grant Program, including what past LAV grantees have accomplished with their grant funds, the LAV Grant Program performance measures, and LAV grantee-reported data, see <http://muskie.usm.main.edu/vawamei/lavmain.htm>.

### **Program Scope**

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

### **Purpose Areas**

In FY 2018, funds under the LAV Grant Program may be used for the following statutory purposes:

1. To implement, expand, and establish cooperative efforts and projects between sexual assault, domestic violence, and dating violence victim service providers and legal assistance providers to provide legal assistance for victims of sexual assault, domestic violence, dating violence, and stalking.
2. To implement, expand, and establish efforts and projects to provide legal assistance for victims of sexual assault, domestic violence, dating violence, and stalking by organizations with a demonstrated history of providing direct legal or advocacy services on behalf of these victims.
3. To implement, expand, and establish efforts and projects to provide competent supervised pro bono legal assistance for victims of sexual assault, domestic violence, dating violence, or stalking, except that not more than 10 percent of the funds awarded may be used for this purpose.

### **OVW Priority Areas**

In FY 2018, OVW is interested in supporting the priority areas identified below. Applications proposing activities in the following areas will be given special consideration.

1. Improve services for and/or the response to victims of sex trafficking and other severe forms of trafficking in persons who have also experienced sexual assault, domestic violence, dating violence, and/or stalking.

2. Increase support for survivors of sexual assault, including services, law enforcement response, and prosecution.
3. Meaningfully increase access to OVW programming for specific marginalized and/or underserved populations (based on race, ethnicity, sexual orientation, gender identity, disability, age, etc.).
4. Increase the use of promising, evidence-based, and evidence-building practices, where available.

### *Trafficking in Persons*

Under the definitions and grant conditions applicable to the LAV Grant Program pursuant to VAWA, as amended, legal assistance includes services and assistance to victims of domestic violence, dating violence, sexual assault, or stalking who are also victims of severe forms of trafficking in persons 34 U.S.C. § 12291 (b) (14).<sup>3</sup> This means that applicants can apply to serve individuals who are both victims of trafficking and victims of domestic violence, dating violence, sexual assault, or stalking. Applicants proposing to serve trafficking victims must specify this in their application and must demonstrate capacity to serve this population, either through their own expertise and experience or through partnerships with organizations and/or agencies that have such expertise and experience. Applicants must also partner with federal, state, and/or local law enforcement and prosecution to develop comprehensive response protocols to ensure that trafficking victims are identified and referred for appropriate services. Applicants should specify the specific group of victims they plan to serve (for example, victims of sexual assault who are also victims of sex trafficking or victims of domestic violence who are also victims of forced labor trafficking). Applicants should also specify any services they plan to provide to meet the unique needs of the population specified, keeping in mind the grant funded activities allowed under this program. OVW will determine whether the applicant's proposal to address trafficking merits special consideration under this priority area.

### *Sexual Assault*

OVW recognizes the need to place increased focus on sexual assault, *beyond intimate partner sexual assault*, in order to address the lack of available direct legal services for survivors of sexual assault and the unique aspects of sexual assault trauma from which survivors must heal. To increase legal services for victims of sexual assault, LAV applicants proposing to focus 80% or more of their grant activities on sexual assault legal services, *beyond intimate partner sexual assault*, may submit applications requesting up to \$800,000. **Applications submitted under this priority area cannot focus solely or primarily on serving survivors of intimate partner sexual assault.** Applicants must demonstrate both an understanding of the range of legal services that a sexual assault survivor of non-intimate partner violence may require, and the capacity and willingness of the applicant and its partners to provide these services. Applicants should articulate the specific legal needs of sexual assault survivors within their communities and how project activities would meet those needs. Applications should also reflect the applicant's specialized training and experience in legal matters specific to non-intimate partner sexual assault. Meaningful responses to this priority area should demonstrate a commitment to addressing non-intimate partner sexual assault and should clearly show that the applicant has the capacity to address the priority effectively. Applicants who state an intent to address the

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<sup>3</sup> "Severe forms of trafficking in persons" is defined in 22 U.S.C. §7102 as:

- a. Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such an act has not attained 18 years of age; or
- b. The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.



sexual assault priority area without a clear demonstration of commitment, capacity and/or expertise to provide sexual assault legal services, *beyond intimate partner sexual assault*, will not be considered. OVW will determine whether an applicant's proposal to address sexual assault merits special consideration under this priority area.

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

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

1. Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;<sup>4</sup>
2. Procedures or policies that compromise the confidentiality of information and/or privacy of persons receiving OVW-funded services;
3. Procedures or policies that require victims to take certain actions (e.g., seek an order of protection, receive counseling, participate in couples counseling or mediation, report to law enforcement, seek civil or criminal remedies, etc.) in order to receive services;
4. Procedures or policies that fail to include conducting safety planning with victims;
5. Project designs and budgets that fail to account for the access needs of individuals with disabilities, with limited English proficiency, or who are Deaf or hard of hearing; and
6. Policies or practices that discourage accepting cases that have little or no physical evidence.

This list is not exhaustive. Applications that propose any activities that compromise victim safety and recovery or undermine offender accountability may receive a deduction in points during the review process or may be eliminated from consideration entirely.

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

OVW has determined the activities listed below to be out of the program scope, and they will not be supported by LAV Grant Program funding.

1. Research projects (This does not include program assessments conducted only for internal improvement purposes. See "Research and Protection of Human Subjects" in the [Solicitation Companion Guide](#)).
2. Tort cases.
3. Child sexual abuse cases (i.e., involving victims under the age of 11).
4. Cases involving the child protection system unless the child dependency hearing involves allegations "relating to or arising out of" abuse of the client (rather than abuse of the children).
5. Criminal representation of victims charged with crimes.
6. Support of law reform initiatives, including but not limited to litigation

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<sup>4</sup>If an award is made, the recipient will also be subject to statutory prohibitions on discrimination. For further information on these civil rights requirements, see the section "Violence Against Women Act Non-Discrimination Provision" under "F. Federal Award Administration Information."

7. Providing general training and/or technical assistance to agencies that are not formal or informal LAV project partners.
8. Cases involving Deferred Action for Childhood Arrivals (DACA).
9. Funds for victim assistance/support unrelated to the provision of legal assistance or legal advocacy (such as transitional housing assistance, therapeutic counseling, and rental assistance).

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

### **Unallowable Activities**

OVW has determined the activities listed below to be unallowable, and they will not be supported by LAV Grant Program funding.

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

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

*An application that is deemed deficient in more than one of the aforementioned categories (activities that compromise victim safety, out-of-scope activities, and unallowable activities) may not be considered for funding.*

## ***B. Federal Award Information***

### **Availability of Funds**

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. There is no guarantee that funds will be available in the future. Therefore, OVW encourages applicants to develop a plan to sustain project activities if federal funding through this program ceases to be available. Also, OVW may elect to make awards in a future fiscal year for applications submitted under this solicitation but not selected for FY 2018 funding, depending on the merits of the applications and on the availability of funding.

### **Award Period**

The grant award period is 36 months. Budgets must reflect 36 months of project activity, and the total “estimated funding” on the SF-424 must reflect 36 months. Generally, the award period will start on October 1, 2018.

### **Award Amounts**

Applicants should not exceed the award amounts listed in this solicitation and should carefully consider the resources needed to successfully implement the proposed project.

Funding levels under the LAV Grant Program for FY 2018 are as follows:

1. New and Continuation LAV Grant Program applications that are proposing to provide primarily domestic violence focused legal services or less than 80% sexual assault focused legal services may request up to \$600,000 for the entire 36-month project period.
2. New and Continuation LAV Grant Program applications proposing to provide 80% or more sexual assault focused legal services, beyond intimate partner sexual assault, may request up to \$800,000 for the entire 36-month project period.

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

The LAV Grant Program typically makes awards in the range of \$400,000- \$800,000. OVW estimates that it will make up to 60 awards for an estimated \$35 million.

Awards will be made as grants.

### **Types of Applicants**

In FY 2018, OVW will accept applications for the LAV Grant Program from the following:

New: applicants that have never received funding under the LAV Grant Program or whose previous funding expired more than 12 months ago.

Continuation: applicants that have an existing or recently closed (within the last 12 months) award under the LAV Grant Program. Continuation funding is not guaranteed.

LAV Grant Program recipients that received an FY 2016 and 2017 award are NOT eligible to apply.

Additionally, current grantees with a substantial (50%) amount of funds remaining at the time of application submission without adequate justification may not be considered for funding, or may receive a reduced award amount if selected for funding in FY 2018.

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

### **Eligible Applicants**

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

### **Eligible Entities**

1. Private nonprofit entities;
2. Publicly funded organizations not acting in a governmental capacity such as law schools;

3. Territorial organizations: For the purposes of this solicitation, a “territorial organization” is defined as a nonprofit, nongovernmental organization addressing sexual assault, domestic violence, dating violence, and/or stalking within a United States territory;
4. Indian tribal governments, including Indian tribal consortia;<sup>5</sup> and
5. Indian tribal organizations: The term “tribal organization” means 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. The term “tribal nonprofit organization” means a victim services provider that has as its primary purpose to assist Native victims of sexual assault, domestic violence, dating violence, or stalking; and that has staff and leadership with a demonstrated history of assisting American Indian or Alaska Native victims of sexual assault, domestic violence, dating violence, or stalking.

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

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

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

This program has no match or cost sharing requirement.

### **Other Program Eligibility Requirements**

In addition to meeting the eligible entity requirements outlined above, applications for the LAV Grant Program must also meet the requirements below. All certification and other eligibility related documents must be current and developed in accordance with the FY 2018 solicitation. Applications that do not meet all of the program eligibility requirements below will not be considered for funding under the LAV Grant Program.

### **Delivery of Legal Assistance**

Any grantee or sub grantee providing legal assistance with funds awarded under this program shall certify in writing that:

1. any person providing legal assistance with funds through this program
  - (A) has demonstrated expertise in providing legal assistance to victims of domestic violence, dating violence, sexual assault, or stalking in the targeted population; or
  - (B)
    - i. is partnered with an entity or person that has demonstrated expertise described in subparagraph (A); and

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<sup>5</sup> Indian tribal consortia: Any applicant representing a consortium of tribal governments must submit documentation of authority in the form of a resolution or legal equivalent from each tribal consortium member, unless existing consortium bylaws or other tribal governance documents allow action without explicit authorization from the member tribes in the consortium. In that case, the tribal consortium must submit a resolution, a letter, affidavit, or other documentation, as appropriate, that certifies that the tribal consortium has the legal authority to apply for grants under this solicitation on behalf of the consortium. This documentation must be current, be sufficient to demonstrate authority for the application, contain authorizing signature(s), and be submitted by the application’s due date. In addition, a copy of the bylaws or other governance documents that allow the tribal consortium’s action without support from all consortium members must be included with this documentation.

- ii. has completed, or will complete, training in connection with domestic violence, dating violence, sexual assault or stalking and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide;
2. any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a tribal, state, territorial, or local domestic violence, dating violence, sexual assault or stalking victim service provider or coalition, as well as appropriate tribal, state, territorial, and local law enforcement officials;
3. any person or organization providing legal assistance with funds through this program has informed and will continue to inform state, local, or tribal domestic violence, dating violence, sexual assault or stalking programs and coalitions, as well as appropriate state and local law enforcement officials of their work; and
4. the grantee's organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, domestic violence, dating violence, or child sexual abuse is an issue.

This certification shall take the form of a letter, on letterhead, signed and dated by the authorized representative. Failure to provide a letter certifying to these requirements may disqualify an application from further consideration. At a minimum, an application missing the required certification letter will be required to submit a certification letter prior to receiving an award. The signed certification letter must be uploaded as a separate attachment in Grants.gov. A sample certification letter can be found in [Appendix F](#).

#### Required Partnerships

In general, partners identified in the application as receiving a portion of the award are subrecipients and not contractors because they meet the criteria in 2 C.F.R. § 200.330 for distinguishing between subrecipients and contractors: they will be using federal funds to carry out a program for a public purpose specified in the authorizing statute for this program (as opposed to providing goods or services for the benefit of the applicant), will have their performance measured in relation to whether objectives of the grant program were met, and will have responsibility for programmatic decision making. For more information, see the [Solicitation Companion Guide](#).

#### *Required Partnership with a Domestic Violence and/or Sexual Assault Victim Service Provider*

All lead applicants that are not domestic violence and/or sexual assault victim service providers **are required** to enter into a collaborative working relationship with sexual assault and/or domestic violence victim service providers in the community to be served as outlined in a memorandum of understanding.

A victim service provider is a nonprofit, nongovernmental or tribal organization or rape crisis center, including a state or tribal domestic violence and/or sexual assault coalition, that assists or advocates for domestic violence, dating violence, sexual assault, or stalking victims, including a domestic violence shelter, faith-based organization or other organization, with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking. Victim service providers should meet all of the following criteria: 1) provide direct services to victims of sexual assault, domestic violence, dating violence, or stalking as one of their primary purposes and have a demonstrated history of effective work in this field; 2) address a demonstrated need in their communities by providing services that promote the dignity and self-sufficiency of victims, improve their access to resources, and create options for

victims seeking safety from perpetrator violence; and 3) not engage in or promote activities that compromise victim safety. For purposes of this solicitation, a sexual assault and/or domestic violence victim service provider is a victim service provider that serves victims of sexual assault and/or domestic violence.

The sexual assault and/or domestic violence victim service provider must be involved in the development and implementation of the project. For example, if the lead applicant is an organization with a primary mission to provide services to victims of crime generally, a community action agency, a community-based improvement corporation, a law school, or a legal services program, then the lead applicant must partner with a sexual assault and/or domestic violence service provider. OVW may remove from consideration applicants that require, but do not have, such partnerships.

Government-led Family Justice Centers are not considered victim service providers for purposes of this solicitation. Community-based Family Justice Centers **may** be considered victim service providers if they are nonprofit, nongovernmental organizations with a documented history of effective assistance to victims of domestic violence, dating violence, sexual violence or stalking. Colocation with service providers will not, on its own, qualify an organization as a victim service provider; rather, to be eligible as a victim service provider, an organization must actually provide direct victim services. Victim service providers who partner with government-led Family Justice Centers or community-based organization-led Family Justice Centers are also eligible if they meet all other requirements of the solicitation. Nonprofit-led Family Justice Centers that do not meet the definition of victim service provider are eligible to apply if they partner with a victim service provider.

#### *Trafficking Priority Required Partnership*

Applicants applying under the trafficking priority area must include a local, state, and/or federal law enforcement agency and a local, state, and/or federal prosecutor's office as project partners as outlined in a memorandum of understanding.

#### **Limit on Number of Applications**

OVW will consider only one application per organization in response to this solicitation. If an applicant submits multiple versions of the same application, OVW will review only the most recent system-validated version submitted before the deadline.

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

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

The complete application package is available on [Grants.gov](http://Grants.gov) or the [OVW website](http://OVW website). Applicants wishing to request a paper copy of the application materials should contact [ovw.lav@usdoj.gov](mailto:ovw.lav@usdoj.gov).

#### **Pre-Application Information Session**

OVW will pre-record a pre-application information session for entities interested in submitting an application for the LAV Grant Program. Listening to this session is optional. Interested applicants who do not participate are still eligible to apply. During this session, OVW staff will review the LAV Grant Program requirements, review the solicitation, and address frequently asked questions. The session is tentatively scheduled to be available by Wednesday, December 19, 2017 on the OVW website.

The pre-recorded session will be captioned in English, and English and Spanish language transcripts will be posted on the OVW website. Interested applicants needing additional language assistance should contact the LAV Grant Program at [ovw.lav@usdoj.gov](mailto:ovw.lav@usdoj.gov) or at 202-307-6026 as soon as possible.

Anyone interested in submitting an application to the LAV Grant Program is encouraged to listen to the recorded Pre-Application Information Session and contact the LAV Grant Program at (202) 307-6026 or [ovw.lav@usdoj.gov](mailto:ovw.lav@usdoj.gov) with any additional questions. A transcript of the session can be made available upon request.

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

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

#### **Letter of Registration**

Applicants intending to apply for FY 2018 funding under this program are strongly encouraged to submit a letter of registration. The letter should state that the applying organization is registered and current with [SAM](#) and with [Grants.gov](#). The letter should be submitted to OVW at [ovw.lav@usdoj.gov](mailto:ovw.lav@usdoj.gov) by January 11, 2018. This will ensure that the applicant is well-positioned to successfully submit a proposal by the application deadline. This letter will not obligate the applicant to submit an application. See [Appendix B](#) for a sample Letter of Registration.

#### **Application Contents**

This section describes what is included in a complete application package. Applicants should anticipate that failure to submit an application that contains all of the specified elements will negatively affect the review of the application and may result in the application not being considered for funding. Should a decision be made to make an award, the award may include special conditions that preclude access to or use of award funds pending satisfaction of the conditions. It is the responsibility of the applicant to ensure that a complete application is submitted by the deadline.

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

#### **Formatting and Technical Requirements**

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

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

8. Headings and sub-headings that correspond to the sections identified in this section of the solicitation.

### **Application Requirements**

Applications must include the following required documents and demonstrate that the program eligibility requirements have been met. OVW will not contact applicants for missing items on the list below. Applications that do not address all of the following components will be considered substantially incomplete and will not be considered for funding:

1. Project Narrative
2. Budget Detail Worksheet and Narrative
3. Memorandum of Understanding or Statement of Expertise in providing legal representation for victims of domestic violence, sexual assault, stalking and/or dating violence.<sup>6</sup>

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

### **Summary Data Sheet (5 Points Total)**

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

1. Name, title, address, phone number, and e-mail address of the individual with authority to accept grants on behalf of the applicant.
2. Name, title, address, phone number, and e-mail address for the grant point-of-contact. This person must be an employee of the applicant.
3. Statement as to whether the applicant (i.e., the organization whose DUNS number is being used for the application) will serve as a fiscal agent/sponsor for an entity or entities that will ultimately implement the project, and that the applicant itself will not be involved with implementation of the project beyond issuing a subaward or subawards to other entities. If this is the case, the applicant must include a statement acknowledging that, should an award be made, the applicant will be responsible for all applicable statutory, fiscal, and programmatic requirements, including those of [2 CFR Part 200](#), as well as all project deliverables. The applicant must also list all of the entities with which it will enter into agreements to implement the project, and should include a description of how these entities intend to accomplish the purposes of the award (if such a description is not already provided in a Memorandum of Understanding submitted as part of the application). Note that, in such situations, the fiscal agent/sponsor must be an eligible applicant for the program.
4. Statement as to whether the applicant has expended \$750,000 in federal funds in the applicant's past fiscal year. If so, specify the end date of the applicant's fiscal year.
5. Summary of current and recent OVW projects (if applicable). If the applicant has a current grant or cooperative agreement under any OVW grant program or an award that has been closed within the last 12 months from the date this solicitation closes, the information must be provided in a table using the format found in [APPENDIX D](#). Failure to provide the required table will result in a loss of points.

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<sup>6</sup> Statement of Expertise in providing legal representation for victims of domestic violence, sexual assault, stalking and/or dating violence replaces the Internal Memorandum of Understanding required in FY 2016.



6. A list of other federal grant programs from which the applicant currently receives funding or for which it has applied for funding in FY 2018 **to do similar work**. Provide this information in a table using the format found in [APPENDIX E](#).
7. Statement as to whether the applicant is a nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code.
8. Statement as to whether the applicant is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure to establish a rebuttable presumption that its executives' compensation is reasonable. If the applicant is not a nonprofit organization or is a nonprofit that does not use the safe-harbor procedure, provide a statement to that effect. For additional information about the safe-harbor procedure, see "Disclosures Related to Executive Compensation" in the [Additional Required Information](#) section.
9. The percentage of grant activities, should the application be funded, that will address each of the following issues (the total percentages should not exceed 100%):
  - Sexual assault;
  - Domestic violence;
  - Dating/teen dating violence; and
  - Stalking
10. Statement as to whether the application addresses the trafficking priority area.
11. If applicable, the percentage of grant activities, should the application be funded, that will address the trafficking priority area.
12. If applicable, the percentage of grant activities, should the application be funded, that will address immigration.
13. If applicable, the percentage of grant activities, should the application be funded, that will support services to victims on Indian tribal lands.
14. If applicable, the amount of funding, should the application be funded, that will be allocated towards pro bono activities.

### **Proposal Abstract (not scored)**

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

### **Project Narrative (55 Points Total)**

The Project Narrative may not exceed 20 pages in length, double-spaced. The Project Narrative must include the following 3 sections:

#### **Purpose of Application (10 points)**

This section must:

1. Describe the communities to be served including the geographic location, the populations in the service area, and any marginalized and/or underserved population;<sup>7</sup>

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<sup>7</sup> Applicants should use U.S. Census and other government data, as well as the Limited English Proficient Mapping Tool, available at [www.lep.gov/maps/](http://www.lep.gov/maps/), to obtain this information.

2. Describe the problem to be addressed (please include local statistics/data, whenever possible);
3. Identify the target population and state how the target population will benefit from the proposed project (please use current demographic information for the service area in order to be as specific and detailed as possible when describing the population to be served);
4. Describe the current services to prevent or reduce sexual assault, domestic violence, dating violence, and/or stalking in the jurisdiction, and the gaps in those services in the proposed service area;
5. Describe how the proposed services and activities will meet the need that exists; and
6. For continuation applicants only, explain how the proposed activities will enhance previously received LAV funding.

Applicants proposing to provide 80% sexual assault legal services, beyond intimate partner sexual violence, must also:

1. Describe the problem of non-intimate partner sexual assault in the proposed service area (please include local statistics/data, whenever possible);
2. Describe the existing sexual assault victim and legal services in the proposed service area;
3. Describe the gaps in victim and legal services for victims of non-intimate partner sexual violence in the proposed service area; and
4. Describe the barriers victims of sexual assault experience when attempting to access support and legal services in the proposed service area.

Applicants applying under the trafficking priority area must also:

1. Describe the problem of sex trafficking and other severe forms of trafficking in persons who have also experienced domestic violence, sexual assault, dating violence, or stalking within the proposed service area.
2. Specify the specific group of victims the project plans to serve (for example, victims of sexual assault who are also victims of sex trafficking or victims of domestic violence who are also victims of forced labor trafficking).

### **What Will Be Done (30 points)**

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

This section must:

1. Describe the extent to which the application will provide holistic and comprehensive legal services to sexual assault, domestic violence, dating violence, and/or stalking victims who cannot afford legal services as determined by the lead applicant or project partner after an intake interview with the prospective client.<sup>8</sup>

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<sup>8</sup> The LAV Grant Program was created to provide victims with access to appropriately trained representation designed to meet the broad spectrum of legal issues survivors encounter. Although protection orders play an important role in victim safety, they do not address the breadth of legal needs of survivors of sexual assault, domestic violence, dating violence, and stalking. Holistic and comprehensive legal services should, as much as possible, include representation for emergency and non-emergency protection order hearings and other legal

2. Describe measurable goals and objectives for the proposed project.
3. Describe specific tasks and activities necessary for accomplishing all stated goals and objectives.
4. Describe how proposed activities would address the need identified.
5. Detail how the proposed activities will protect confidentiality.
6. Include a timeline for the proposed project that identifies when the tasks and activities will be accomplished within the 36 month grant period.
7. Provide a supervision and mentoring plan for attorney staff involved in the project.
8. Include a description of any products that will be generated using grant funds and how these products will be used to address the legal needs of victims of sexual assault, domestic violence, dating violence, and stalking. Some communities would not benefit from the development of new products. Applicants should provide a brief explanation if their application does not contemplate developing any products.
9. OVW strongly encourages applicants to provide comprehensive legal services to underserved communities. Applications proposing to serve victims of underserved communities must demonstrate both an understanding of the range of legal services that survivors in the identified communities may require and the capacity and willingness of the applicant and its partners to provide these services. Applicants should describe with specificity the legal needs of survivors in the identified communities and how project activities will meet those needs. Applications should also reflect the applicant's specialized training and experience in legal matters specific to the identified communities.<sup>9</sup>
10. Applicants proposing to use databases or other information-gathering or sharing technology should explain how they plan to address any victim safety concerns that may arise from the use of the technology, such as confidentiality, safety planning, and informed consent.
11. Describe how the proposed project will be accessible to individuals with disabilities, individuals who are Deaf or hard of hearing, and persons with limited English proficiency.

Applicants proposing to provide 80% sexual assault legal services, beyond intimate partner sexual violence, must also:

1. Describe the legal services that will be provided to victims of non-intimate partner sexual assault with LAV funding.
2. Describe any proposed outreach efforts to victims of non-intimate partner sexual violence regarding the comprehensive legal and/or support sexual assault services that will be provided by the proposed project.
3. Provide (1) the number of survivors of intimate partner sexual violence served in the past 12 months, (2) the number of survivors of non-intimate sexual violence served in the past 12 months, and (3) information on the types of legal and support services provided to survivors of intimate partner and non-intimate partner sexual violence by the lead applicant and project partner(s) in the past 12 months.

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matters relating to or arising out of the abuse or violence, including family matters such as divorce, child custody or child support, immigration, administrative agency, consumer or housing matters, and other similar matters.

<sup>9</sup> The term "underserved populations" includes 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)(39).

Applicants applying under the trafficking priority area must also:

1. Describe the legal services that will be provided to victims of trafficking who have also experienced sexual assault, domestic violence, dating violence, and/or stalking with LAV funding.
2. Describe any proposed outreach efforts to victims of sex trafficking and other severe forms of trafficking in persons who have also experienced sexual assault, domestic violence, dating violence, and/or stalking regarding the comprehensive legal and/or support services that will be provided by the proposed project.
3. Describe how the applicant will coordinate with local, state, and/or federal law enforcement and prosecution to develop comprehensive response protocols to ensure that trafficking victims are identified and referred for appropriate services.

**Who Will Implement the Project (15 points)**

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

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

This section must:

1. Identify the key individuals and organizations involved in the proposed project;
2. Demonstrate that the individuals and organizations identified have the capacity to address the stated need, including the expertise necessary to appropriately serve any marginalized and/or underserved populations identified in the Purpose of the Application section, and can successfully implement the proposed project activities;
3. Identify all project partners, specifying their respective roles and responsibilities, including linking all activities listed in the "What Will Be Done" section to a specific agency;
4. For the individuals identified in response to # 1, above, describe their relevant experience and expertise in addressing sexual assault, domestic violence, dating violence, and/or stalking; or, where positions are vacant, describe the required experience and expertise for those vacancies;

5. If the applicant is **not** a nongovernmental sexual assault and/or domestic violence program, explain how the proposed project will coordinate with nongovernmental sexual assault and/or domestic violence programs.

Applicants proposing to provide 80% sexual assault legal services, beyond intimate partner sexual assault, must also:

1. Detail the experience and expertise of staff from the lead applicant and/or project partners in providing legal and support services to victims of sexual assault beyond intimate partner assault.

Applicants applying under the trafficking priority area must also:

1. Detail the experience and expertise of staff from the lead applicant and/or project partners in providing legal and support services to victims of sex trafficking and other severe forms of trafficking in persons who have also experienced domestic violence, sexual assault, dating violence, or stalking and include a description of that expertise.
2. Identify the local, state, and/or federal law enforcement agencies and prosecutor's office(s) that will be involved in the project, and describe how the applicant will work with those agencies to advocate on behalf of trafficking victims.

### **Budget Detail Worksheet and Narrative (15 Points)**

All applications must include a detailed budget and budget narrative. A sample Budget Detail Worksheet is available in [Appendix A](#). When preparing the Budget Detail Worksheet and Narrative, please use the Sample Budget Detail Worksheet as a guide and be sure to include all necessary budget categories as outlined in the Worksheet. Also, keep in mind that budgetary requirements vary slightly among OVW programs. Applicants must read the solicitation closely to determine the requirements of the budget and budget narrative for each OVW program. Additionally, the budget must adhere to the guidelines contained in the [DOJ Financial Guide](#).

### Award Period and Amount

Budgets should cover a period of 36 months, or three years, commencing October 1, 2018 and ending on September 30, 2021. Budget requests should not exceed \$600,000 with the exception of applicants proposing 80% or more sexual assault focused legal services, beyond intimate partner violence, who may request up to \$800,000.

### Budget Requirements.

Applicants must submit reasonable budgets based on the resources needed to implement their projects in their specific geographic location. The budget should display a clear link between the specific project activities and the proposed budget items. It should not contain any items that are not detailed in the project narrative. The budget narrative must support all costs included in the budget and explain how the costs of goods and services are determined and how they will fulfill the overall objective of the project.

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

The budget must:

1. Include funds to attend OVW-sponsored training and technical assistance in the amount of \$10,000 for states and \$12,000 for territories, Hawaii and Alaska. This amount is for the entire 36 months and NOT per year. See [Training and Technical Assistance](#) in the [Funding Restrictions](#) section of the solicitation.
2. Include a budget narrative that supports and justifies all proposed costs and provides a clear link between specific project activities and proposed budget items.
3. Include a budget that reflects all costs related to implementing the proposed project and provides calculations for all costs.
4. Exclude any unrelated or out-of-scope costs for the proposed project;
5. Reflect 36 months of project activity.
6. Include funds or include other resources available to support activities to ensure access for individuals with disabilities, Deaf/hard of hearing individuals, and persons with limited English proficiency. See “[Accessibility](#)” under “F. [Federal Award Administration Information](#)” for more information.
7. Compensate all project partners as reflected in the MOU. Please note that federal law enforcement agencies and U.S. Attorney’s Offices cannot receive LAV grant funds. See [Appendix A](#) for additional information on compensating project partners.
8. Distinguish clearly between subawards and contracts in allocating any grant funds to other entities. Pursuant to 2 C.F.R. § 200.330, a subaward is for the purpose of carrying out a portion of the federal award, and a contract is for the purpose of obtaining goods and services for the grantee’s own use. The substance of the relationship is more important than the form of the agreement in determining whether the recipient of the pass-through funds is a subrecipient or a contractor. Keep in mind that the awarding and monitoring of contracts must follow documented procurement procedures, including full and open competition, pursuant to the procurement standards in 2 C.F.R. §§ 200.317-200.329, and the issuance of subawards must meet the requirements of 2 C.F.R. § 200.331. See [Appendix A](#) and the [Solicitation Companion Guide](#) for more information.

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

### **Memorandum of Understanding (MOU) or Statement of Expertise (20 Points Total)**

#### MOU

For purposes of this solicitation, the MOU is a document containing the terms of the partnership and the roles and responsibilities between two or more parties. The MOU **must** be a single document and **must** be signed and dated by the [Authorized Representative](#) of each proposed partner agency during the development of the application. If necessary, an MOU can include multiple signature pages so long as each page includes the names and titles of all signatories to the MOU.

All applicants, except for those that meet the qualifications to submit a Statement of Expertise (see below), **must** submit an MOU.

Applications from nonprofit, nongovernmental or tribal victim service providers or governmental rape crisis centers that as their primary mission provide services to sexual assault, domestic violence, dating violence and/or stalking victims who partner with an organization that has expertise in providing legal services **must** submit an MOU that includes the legal services

organization and any other organizations that the applicant is partnering with to implement the project.

Applications from lead applicants who are legal services, law schools, family justice centers, organizations that provide services to victims of crime generally, community action agencies and community-based improvement corporations **must** partner with at least one external domestic violence and/or sexual assault program and **must** submit an MOU.

The MOU must:

1. Clearly identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
2. Clearly state the roles and responsibilities each partner will assume to ensure the success of the proposed project;
3. Clearly state that each project partner has reviewed the budget and is aware of the total amount being requested and the funding being requested for each project partner;
4. Describe the resources each organization would contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, and training); and
5. Specify the extent of each partner's participation in developing the application and/or proposed project.

Applicants proposing to provide 80% sexual assault legal services, beyond intimate partner sexual violence, must also:

1. Clearly identify which organization(s) has the expertise in providing sexual assault legal and/or support services for victims of non-intimate partner sexual violence. Include how many years the organization(s) has been providing sexual assault legal and/or support services for non-intimate partner sexual assault victims; and
2. Detail the personnel designated to provide sexual assault legal and/or support services, including: a) the name and title of each person; and b) how many years each staff person has been providing sexual assault legal and/or support services.

Applicants applying under the trafficking priority area must also:

1. Clearly identify which organization(s) has the expertise in providing services to victims of trafficking. Include how many years the organization(s) has been providing services for victims of trafficking; and
2. Detail the personnel designated to provide legal and/or support services to victims of trafficking, including: a) the name and title of each person; and b) how many years each staff person has been providing services to victims of trafficking.
3. Anyone applying under the trafficking priority area must include a local, state, and/or federal law enforcement agency and a local, state, and/or federal prosecutor's office as MOU partners. Please note that federal law enforcement agencies and U.S. Attorney's Offices cannot receive LAV grant funds.

In general, MOU partners that will be receiving funds to carry out a portion of the award should be treated as subrecipients and not contractors. For more information see 2 C.F.R. § 200.330, [Appendix A](#), and the [Solicitation Companion Guide](#).

#### Statement of Expertise

Applications from lead applicants that are nonprofit, nongovernmental or tribal victim service providers or governmental rape crisis centers that as their primary mission provide services to sexual assault, domestic violence, dating violence and/or stalking victims may submit a Statement of Expertise if they demonstrate that they provide legal representation for victims of domestic violence, sexual assault, stalking and/or dating violence.

If the nonprofit, nongovernmental or tribal victim service providers or governmental rape crisis centers has expertise in providing legal services, an MOU is not required. In lieu of an MOU, the applicant must submit a statement describing its experience providing legal representation if legal services will be provided by in-house attorneys. This statement should be provided on agency letterhead and signed (electronic or typed signatures do not satisfy this requirement) and dated by the Authorized Representative.

The Statement of Expertise in providing legal representation for victims of domestic violence, sexual assault, stalking and/or dating violence must:

1. Demonstrate that the organization primarily serves victims of sexual assault, domestic violence, dating violence and/or stalking. Include the organization's mission statement;
2. Explain the primary purposes of the victim service provider in providing services to victims of sexual assault, domestic violence, dating violence, and/or stalking;
3. Provide the applicant's history of providing services to victims of sexual assault, domestic violence, dating violence, and/or stalking, including the length of time the victim service provider has operated; and
4. Describe the applicant's experience providing legal representation if legal services will be provided by in-house attorneys.

Applicants proposing to provide 80% sexual assault legal services, beyond intimate partner sexual violence, must also:

1. State how many years the organization(s) has been providing sexual assault legal and/or support services for non-intimate partner sexual assault victims; and
2. Detail the personnel designated to provide sexual assault legal and/or support services, including: a) the name and title of each person; and b) how many years each staff person has been providing sexual assault legal and/or support services.

Applicants applying under the trafficking priority area **must** submit a Memorandum of Understanding, as they must partner with a local, state and/or federal law enforcement agency and a local, state and/or federal prosecutor's office. If the applicant is a nonprofit, nongovernmental or tribal victim service provider or governmental rape crisis center whose primary mission is to provide services to sexual assault, domestic violence, dating violence and/or stalking victims and that provides legal representation for victims of sexual assault, domestic violence, stalking, and/or dating violence, they should describe their expertise and ability to provide legal services in-house in the MOU.



### **Statutory Requirements (Certification Letter) (5 Points Total)**

To be eligible for an award under the LAV Grant Program, applicants must certify in writing that they are in compliance with statutory requirements outlined in [“Other Program Eligibility Requirements Section, Certification of Eligibility \(Delivery of Legal Assistance\).”](#)

This certification must be in the form of a letter on agency letterhead and signed (electronic or typed signatures do not satisfy this requirement) and dated by the authorizing official. The signed Certification Letter must be uploaded as a separate attachment in [Grants.gov](#). A sample Certification Letter is available at [Appendix F](#).

### **Additional Required Information**

The following documents will not be scored during the review process but they should be included with the application. Failure to include any of the information may result in the application being removed from consideration from funding. Some documents will be generated during the application submission process while other documents will be uploaded and attached to the application.

The following documents will be generated and completed during the application submission process:

#### Application for Federal Assistance (SF-424)

Applicants must complete the SF-424 online. For “Type of Applicant,” do not select “other.” Pay careful attention to the amount of federal funding requested in the “Estimated Funding” section of this form. This amount must match the amount of federal funding requested in the budget section of the application package. This program does not require a match; therefore, the values for “Applicant” line should be zero. The individual who is listed in “**Authorized Representative**” must be an individual who has the authority to apply for and accept grant awards on behalf of the organization or jurisdiction.

#### Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)

Carefully review the assurances and certification forms online. Applicants will receive a request to compile these forms online during the application submission process.

All applicants must complete the *Disclosure of Lobbying Activities* (SF-LLL) form. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form. Applicants that do not expend any funds for lobbying activities should enter “N/A” in the required highlighted fields.

The following documents should be uploaded and attached to your application:

#### Applicant Financial Capability Questionnaire (if applicable)

All nonprofit, nongovernmental organizations that apply for funding from OVW and have not previously (or within the last three years) received funding from OVW must complete an Applicant Financial Capability Questionnaire, and submit it as a separate attachment with their application. Additionally, applicants may be required to submit their current year’s audit report at a later time. The form can be found at <http://www.justice.gov/ovw/how-apply>.

#### Confidentiality Notice Form

All applicants are required to acknowledge that they have received notice that grantees and subgrantees must comply with the confidentiality and privacy requirements of the Violence Against Women Act, as amended. Applicants must submit the acknowledgement form available on the OVW website at

[http://www.justice.gov/sites/default/files/ovw/pages/attachments/2015/01/20/confidentiality\\_acknowledgement\\_form\\_42015.pdf](http://www.justice.gov/sites/default/files/ovw/pages/attachments/2015/01/20/confidentiality_acknowledgement_form_42015.pdf). This form must be signed by the [Authorized Representative](#) and uploaded with the application in [Grants.gov](#).

#### Disclosure of Process Related to Executive Compensation

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

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

Each applicant nonprofit organization must state at the time of its application (in the Summary Data Sheet mentioned earlier) whether the applicant is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure to establish a rebuttable presumption that its executives' compensation is reasonable.

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

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

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

Applicant nonprofit organizations should note that following receipt of an appropriate request, OVW may be authorized or required by law to make information submitted to satisfy this requirement available for public inspection. Also, a recipient may be required to make a prompt supplemental disclosure after the award in certain circumstances (e.g., changes in the way the organization determines compensation).

### Financial Accounting Practices

Each applicant must prepare a response to the following questions. Be sure to provide complete responses that address all questions included for each numbered item. OVW will review the applicant's responses to assist in evaluating the adequacy of the organization's financial management system and to identify areas of need for training and technical assistance. This section of the application should be no more than two pages and should be a separate attachment to the online application in [Grants.gov](http://Grants.gov).

1. Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding? 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 CFR 200.333-337.
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 CFR 200.112 of the Uniform Guidance and Chapter 3.20, Grant Fraud, Waste and Abuse, of the [DOJ Financial Guide](#) for additional information.
8. Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200)? Provide a short list of the individual's qualifications/experience. If the individual is not familiar with the applicable rules and regulations, the applicant must contact OVW's Grants Financial Management Division at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov) or 1-888-514-8556 immediately after the applicant is notified of its award to coordinate training.
9. Does the applicant organization 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 CFR 200.330-332)? Please provide a brief description of the organization's policies and procedures on subrecipient management and monitoring.

10. Does the applicant organization 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 CFR 200.430)? Budget estimates do not qualify as support for charges to Federal awards. Please provide a brief description of the organization's established timekeeping policies and procedures.

This information will be used for a mandatory pre-award risk assessment. Failure to provide this information or to respond to questions from OVW regarding this information in a timely manner could result in the applicant being removed from consideration or a delay in access to funds.

#### Indirect Cost Rate Agreement (if applicable)

Applicants that intend to charge indirect costs through the use of an indirect cost rate must have a federally-approved indirect cost rate agreement. Include a copy of a current, signed federally-approved indirect cost rate agreement. This should be a separate attachment to the application in [Grants.gov](http://Grants.gov). Applicants that have never received a federally-approved indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs which may be used indefinitely. This includes state, local, and tribal governments that have never negotiated an indirect cost rate with the federal government and receive less than \$35 million in direct federal funding per year.

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

#### Letter of Nonsupplanting

Applicants must submit a letter to OVW's Director, signed by the [Authorized Representative](#), certifying that federal funds will not be used to supplant state or local funds should a grant award be made. Refer to [http://www.justice.gov/sites/default/files/ovw/legacy/2012/10/09/nonsup\\_letter.pdf](http://www.justice.gov/sites/default/files/ovw/legacy/2012/10/09/nonsup_letter.pdf) for a sample letter. This should be a separate attachment to the application in [Grants.gov](http://Grants.gov).

#### **Unique Entity Identifier (DUNS Number) and System for Award Management (SAM)**

Applicants for federal grants and cooperative agreements are required to have a Data Universal Number System (DUNS) Number to submit an application. A DUNS Number is a unique nine-character identification number provided by the commercial company **Duns & Bradstreet (D&B)**. Once an applicant has completed the D&B registration, its DUNS Number should be available within two business days.

Federal guidelines require that applicants must (1) be registered in SAM.gov prior to submitting an application; (2) provide a valid DUNS number in its application; and (3) continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application under consideration by a federal awarding agency. Also, federal agencies may not make an award to an applicant until that applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time that OVW is ready to make an award, then OVW may make the

determination that the applicant is not qualified to receive an award and use that determination as a basis for making the award to another applicant.

The SAM centralizes information about grant recipients and also provides a central location for grant recipients to change organizational information. [Grants.gov](http://Grants.gov) uses SAM to establish roles and IDs for electronic grant applicants.

If the applicant already has an Employer Identification Number (EIN), the SAM registration will take **up to two weeks to process**. If the applicant does not have an EIN, then **the applicant should allow two to five weeks for obtaining the information from IRS when requesting the EIN via phone, fax, mail or Internet**. Follow the steps listed below to register in the SAM:

1. Obtain a DUNS number at the following website <http://www.dnb.com/us/> or call (866) 705-5711.
2. Access the SAM online registration through the [SAM](http://www.sam.gov) homepage at <https://www.sam.gov/portal/SAM/#1#1> and follow the online instructions for new SAM users.
3. Complete and submit the online registration. If the applicant already has the necessary information on hand, the online registration takes approximately 30 minutes to complete, depending upon the size and complexity of the business or organization. Once the SAM registration becomes active, the applicant will be able to return to [Grants.gov](http://Grants.gov) and complete the registration. **Organizations must update or renew their SAM registration at least once a year to maintain an active status.**

Registration	Where to Register	Deadline
DUNS	<a href="http://www.dnb.com/us/">DUNS</a>	January 16, 2018
SAM	<a href="http://www.sam.gov">SAM</a>	January 16, 2018
Grants.gov	<a href="http://Grants.gov">Grants.gov</a>	January 16, 2018

**There is no fee associated with the registration process. Additionally, the registration process cannot be expedited.** OVW strongly discourages applicants from paying a third party to register on their behalf in an attempt to expedite the registration process. To ensure all applicants have ample time to complete the registration process, applicants must obtain a DUNS number, register online with the SAM and with [Grants.gov](http://Grants.gov) immediately, but no later than January 16, 2018.

**Submission Dates and Times**

It is the responsibility of the applicant to ensure that the application is complete and submitted by the deadline. Applicants should anticipate that failure to meet all registration and submission deadlines will result in their applications being removed from consideration. Applicants should refer to the chart below to ensure that all required steps and deadlines are met.

**Applicants are strongly encouraged to begin the application submission process at least 48 hours, but no later than 24 hours, before February 1, 2018.**

Application Action	Contact Information	Date
Solicitation Availability	<a href="#">Grants.gov</a> and <a href="#">OVW Website</a>	December 5, 2017
Request Permission to Submit a Hardcopy Application Due to Lack of Internet Access	For applicants who cannot submit an application electronically, contact LAV Grant Program at (202) 307-6026 or <a href="mailto:ovw.lav@usdoj.gov">ovw.lav@usdoj.gov</a> .	January 8, 2018
Confirmation of Application Receipt	<p><a href="#">Grants.gov</a></p> <ol style="list-style-type: none"> <li>1. The Authorized Organization Representative should closely monitor their email for any notification from <a href="#">Grants.gov</a> about a possible failed submission. <b>The Authorized Organization Representative (AOR) is a user role within Grants.gov for a user that is authorized to submit applications on behalf of the organization.</b></li> <li>2. The Authorized Organization Representative should receive a minimum of two emails from <a href="#">Grants.gov</a>. One will confirm receipt of the application package. The other will either notify the Authorized Organization Representative that the application was successfully submitted, or it will notify the Authorized Organization Representative that there was an error with the application submission.</li> </ol> <p>OVW does not send out these notifications, nor does OVW receive a copy of these notifications. It is the responsibility of the applicant to notify OVW of any problems with the application submission process.</p>	<p>February 1, 2018</p> <p><b>Applicants are strongly encouraged to begin the application submission process at least 48 hours but no later than 24 hours before the deadline</b></p>

All applications will be submitted electronically. The deadline for submitting applications in response to this solicitation is **11:59 p.m. E.T. on February 1, 2018**. Applications submitted after **11:59 p.m. E.T. on February 1, 2018** will not be considered for funding, unless the applicant receives OVW permission to submit a late application. Applicants experiencing difficulties submitting an application should refer to Experiencing Technical Difficulties During Submission in the chart below.

### OVW Policy on Duplicate Applications

If an applicant submits multiple versions of an application, OVW will review the last version submitted before the deadline.

### OVW Policy on Late Submissions

In limited circumstances, OVW will approve a request to submit an application after the due date. The chart below provides a description of the circumstances under which OVW will consider such requests. OVW will only consider a late submission request if all steps outlined below have been followed. Therefore, applicants are strongly encouraged to familiarize themselves with the late submission process. OVW's approval of a late submission request is not an indication of the application's final disposition. Applications approved for late submissions are still subject to all of the review process and criteria described in this solicitation.

**Failure to begin registration or application submission in sufficient time to acquire the correct version of Adobe software is not an acceptable reason for late submission.**

**Applicants should register with SAM and Grants.gov by January 16, 2018.** To support applicants in submitting their proposals and promote a fair process, OVW recommends that applicants who may be in need of an extension of the due date must adhere to the following:

#### Process for Requesting Late Submission

Severe Inclement Weather or Natural Disaster	
<ol style="list-style-type: none"> <li>1. <b>Document when the severe inclement weather or natural disaster occurred, the impacted area, and the specific impact on the applicant/partners (e.g., without power for “x” days, office closed for “x” days).</b></li> <li>2. <b>Contact OVW at the earliest possible date and provide the information described in #1.</b></li> <li>3. <b>Contact OVW at least 24 hours prior to the solicitation closing if needing to request a late submission. Applicants impacted by severe inclement weather or a national disaster occurring on the due date can contact OVW up to 72 hours after the due date but as soon as possible.</b></li> </ol>	<p>OVW may not be able to accommodate all requests resulting from severe inclement weather or a natural disaster but will do its best.</p>

Experiencing Technical Difficulties Beyond the Applicant's Reasonable Control		
Issue	Applicant Action	OVW Advice
<p><b>Issue with <a href="#">SAM</a> or <a href="#">Grants.gov</a> Registration</b></p>	<ol style="list-style-type: none"> <li>1. Register and/or confirm existing registration at least 3 weeks prior to the application due date to ensure that the individual who will be submitting the application has <a href="#">SAM</a> and <a href="#">Grants.gov</a> access.</li> </ol>	<ol style="list-style-type: none"> <li>1. Failure to begin the SAM or <a href="#">Grants.gov</a> registration process in sufficient time (i.e., by the date identified in this solicitation) is not an acceptable reason for late submission.</li> <li>2. Ensure that the person who will be submitting the</li> </ol>

	<ol style="list-style-type: none"> <li>2. Maintain documentation of when registration began, any issues related to registration, and all communication with technical support.</li> <li>3. Notify OVW as soon as you become aware of a problem with registration but no later than 14 days before the application due date.</li> </ol>	<p>proposal is the person registered in SAM to submit on behalf of the applicant.</p>
<p><b>Experiencing Unforeseeable Technical Difficulties During the Application Submission Process</b></p>	<ol style="list-style-type: none"> <li>1. Document when you began the submission process.</li> <li>2. Contact <a href="http://Grants.gov">Grants.gov</a> at least 24 hours prior to the solicitation closing.</li> <li>3. Maintain documentation of all communication with <a href="http://Grants.gov">Grants.gov</a> support.</li> <li>4. Contact the LAV Grant Program at <a href="mailto:ovw.lav@usdoj.gov">ovw.lav@usdoj.gov</a> indicating that the applicant is experiencing technical difficulties and would like permission to submit a late application. Provide a phone number and/or email address at which someone with the authority to submit the application and required documentation can be reached for the first 3 business days immediately following the due date.</li> <li>5. Respond promptly to communication from OVW requesting the complete application package, applicant DUNS Number, <a href="http://Grants.gov">Grants.gov</a> helpdesk tracking numbers, and any other relevant documentation.</li> </ol>	<p>Common foreseeable technical difficulties for which OVW will not approve a late submission requests include:</p> <ol style="list-style-type: none"> <li>a. Using an outdated version of Adobe Acrobat; and</li> <li>b. Attachment rejection.</li> </ol> <p>Through <a href="http://Grants.gov">Grants.gov</a>, OVW can confirm when submission began. Applicants who start the submission process less than 24 hours before the deadline will not be considered for late submission.</p> <ol style="list-style-type: none"> <li>1. By beginning the application submission process 24-48 hours before the deadline, applicants should have sufficient time to receive notice of problems with their submissions and make necessary corrections.</li> <li>2. Applicants are responsible for ensuring that the most up-to-date version of Adobe Acrobat is installed on all computers that may be used to submit the proposal. This should be done at least 48 hours before the deadline.</li> <li>3. To ensure that attachments are not rejected, attachment names should only include allowable</li> </ol>



		characters. (See Other Submission requirements).
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### **Intergovernmental Review - Single Point of Contact Review**

Executive Order 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the [state Single Point of Contact \(SPOC\)](#) if one exists and if the program has been selected for review. Applicants must contact their state SPOCs to determine whether their programs have been selected for state review. The applicant should enter the date that the application was sent to the SPOC or the reason such submission is not required in the section of the SF 424 that refers to EO 12372. Applicants can find a list of SPOCs on the Office of Management and Budget website at [http://www.whitehouse.gov/omb/grants\\_spoc](http://www.whitehouse.gov/omb/grants_spoc).

### **Funding Restrictions**

Federal assistance awards are governed by the provisions of 2 CFR Part 200. Additionally, OVW awards are covered by the [DOJ Financial Guide](#). The [DOJ Financial Guide](#) includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. The guide also outlines the successful administration of grant funds.

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

#### Food and Beverage/Costs for Refreshments and Meals

Generally, food and beverage costs are **not** allowable. OVW may approve the use of OVW funds to provide food and/or beverages for a working meal at a meeting, conference, training, or other event, if one of the following applies:

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

Justification for an exception listed above must be included in the budget narrative, and funds may only be used to purchase food and/or beverages for a meal at a meeting, conference, training, or other event if OVW approves the specific expenditures in advance. For additional guidance on food and beverage expenditures go to <http://www.justice.gov/ovw/grantees>.

#### Conference Planning and Expenditure Limitations

Applicants should be aware of all applicable laws, regulations, policies and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (which is defined to include meetings,

retreats, seminars, symposiums, training and other similar events), including the provision of food and/or beverages at such events, and costs of attendance at such events. Information on pertinent laws, regulations, policies and guidance related to conference planning is available at <http://www.justice.gov/ovw/grantees>. Applicants should also be aware of the following specific restrictions on conference planning and expenditure limitations:

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

Updated Department of Justice and OVW guidance on conference planning, minimization of costs, and conference cost reporting is available on the OVW website at <http://www.justice.gov/ovw/grantees>.

#### Training and Technical Assistance

All applicants are required to allocate funds in the amount of \$6,000 to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Applicants from Alaska, Hawaii, and United States Territories should allocate \$10,000 to account for higher travel costs. These specific applicants may exceed the budget caps to account for this increased travel amount. The \$6,000 or \$10,000 is for the entire 36 months and NOT per year. The required set-aside amount may be shared between the applicant and any partnering agency(ies), but the budget must reflect the costs in the appropriate categories. Therefore, an employee's travel costs should be included in the "Travel" category, while travel costs for the project partner(s) must be included in the "Consultants/Contracts/Subawards" category. Label both costs as "OVW Technical Assistance." OVW technical assistance is provided free of charge to grantees, so applicants do not need to include registration fees. The amounts included in the budget should equal the full, required set-aside amount listed above.

These funds can **only** be used for OVW-designated technical assistance, unless otherwise approved by OVW. Travel funds should be used to support travel by all project partners including nonprofit, nongovernmental victim service providers. Funds may also be used by persons whose positions are not grant-funded as long as that person's roles and responsibilities are linked to the project's overall mission. Applicants may budget for expenses in excess of the OVW estimate if they are aware of relevant non-OVW sponsored conferences for which they would like permission to use grant funds to support staff/project partner attendance.

#### Program Assessments

Grantees under this program are prohibited from using OVW funds to conduct research. Upon budget approval, they may use funds to assess their work for quality assurance and program improvement purposes only. Assessments for quality assurance and program improvement might include surveying training participants about the quality of training content and delivery or convening discussion forums with key stakeholders. Applicants considering proposing program

assessments should refer to the [DOJ/OJP decision tree](#) to ensure that the activity does not qualify as human subjects research.

**Pre-Agreement Cost Approval**

OVW generally does not allow pre-award costs. Costs incurred prior to the start date of the award may not be charged to the project unless the recipient receives prior approval from OVW. See the [DOJ Financial Guide](#) for more information on pre-award costs.

**Other Submission Requirements**

As discussed in the [Submission Dates and Times](#) section above, applications must be submitted electronically via [Grants.gov](#). Applicants that are unable to submit electronically must follow the instructions in that section.

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

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

**The application process can move forward once the organization successfully registers with [Grants.gov](#). Registration is a one-time process.**

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

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

**OVW strongly suggests using simple titles for all documents, such as “FY 2018 OVW Project Narrative.” Visit the [Grants.gov](http://www.grants.gov) website to review the most up-to-date guidelines about the use of specific characters.**

## **Submitting a Grant Application**

**Important Grants.gov update.** Grants.gov has updated its application tool. The legacy PDF application package is being phased out and will be retired on December 31, 2017. Grants.gov Workspace is now the standard application method for applying for grants. Applicants should familiarize themselves with the Workspace option now. For complete information and instructions on using Workspace (and other changes), go to the Workspace Overview page at <https://www.grants.gov/web/grants/applicants/workspace-overview.html>.

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

The [Grants.gov](http://www.grants.gov) Help Desk can be reached at 1-800-518-4726, Monday through Friday, from 7:00 a.m. to 9:00 p.m. E.T. except federal holidays.

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

### **Criteria**

Applications will be subject to a peer review and a programmatic review. Applications will be scored based on the degree to which the application responds to each section and addresses each element in the section. Furthermore, applications will be scored based upon the quality of the response and the level of detail provided. Each element **must** be addressed in the section in which it is requested. Points may be deducted if the applicant does not include the information in the appropriate section even if it is included elsewhere within the application. Each section will be reviewed as a separate document and will be scored as such. Specifically, for the LAV Grant Program, scoring will be as follows:

1. Summary data sheet: 5 points
2. Project narrative: 55 points, of which
  - A. Purpose of the project: 10 points
  - B. What will be done: 30 points
  - C. Who will implement: 15 points
3. Budget narrative and detail worksheet: 15 points
4. MOU or Statement of Expertise in Providing Legal Representation: 20 points
5. Statutory Requirements (Certification Letter): 5 points

### **Review and Selection Process**

#### **Peer Review**

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

### Programmatic Review

All applications that are considered for funding will be subject to a programmatic review. 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 15 points.)
2. Out-of-scope activities (deduct up to 10 points)
3. Past performance (deduct up to 25 points)
4. Formatting and Technical Requirements (deduct up to 5 points)

An application that is deemed to be substantially out of scope, proposes a substantial number of activities that are unallowable, or proposes activities that pose a significant threat to victim safety or a serious breach of confidentiality will not be considered for funding. An applicant with considerable past performance issues may receive a deduction in points as described above or be removed from consideration entirely regardless of the application's peer review score.

As a part of the programmatic review process described above, applicants will be reviewed for past performance and risk based on the elements listed below.

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

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

### High-Risk Grantees

Based on DOJ's assessment of each grantee with regard to current or previous funding, unresolved audit issues, delinquent programmatic and fiscal reporting, and prior performance, a

grantee may be designated “high risk.” Awards to high-risk grantees may carry special conditions such as increased monitoring and/or prohibitions on drawing funds until certain requirements are met. High-risk grantees with substantial or persistent performance or compliance issues, long-standing open audits, or open criminal investigations will likely not receive an additional OVW award until all issues are resolved.

### **Anticipated Announcement and Federal Award Dates**

It is anticipated that all applicants will be notified of the outcome of their applications by October 1, 2018.

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

### **Federal Award Notices**

Successful applications will receive OVW award notifications electronically from the OJP Grants Management System (GMS) (not Grants.gov). This award notification will be sent to the individuals listed as the [Authorized Representative](#) and the Point of Contact on the SF-424 for the application that was selected for funding and will include instructions on accepting the award. Recipients will be required to log in; accept any outstanding assurances and certifications on the award; designate financial points of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document and terms and conditions by the [Authorized Representative](#), scanning the fully executed award document, and returning the scanned document to OVW via facsimile or email.

### **Administrative and National Policy Requirements**

#### Information for All Federal Award Grantees

Applicants selected for awards must agree to comply with additional legal, administrative, and national policy requirements, including those requirements enumerated below. OVW strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found in the [Solicitation Companion Guide](#).

1. Civil Rights Compliance
2. Funding to Faith-Based Organizations
3. Confidentiality and Privacy Protections
4. Research and the Protection of Human Subjects (if applicable)
5. Anti-Lobbying Act
6. Reporting Requirements
7. National Environmental Policy Act (NEPA) (if applicable)
8. National Historic Preservation Act (NHPA) (if applicable)
9. DOJ Information Technology Standards (if applicable)
10. Non-Supplanting of State or Local Funds
11. Criminal Penalty for False Statements
12. Reporting Fraud, Waste, Error, and Abuse
13. Suspension or Termination of Funding
14. Nonprofit Organizations
15. Government Performance and Results Act (GPRA)
16. Rights in Intellectual Property
17. Federal Funding Accountability and Transparency Act (FFATA) of 2006
18. Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement

19. Active SAM Registration and Unique Identifier Requirements
20. Whistleblower Protections for Employees of OVW Grantees
21. Prohibited Conduct by Recipients Related to Trafficking in Persons
22. General Appropriations Law Restrictions on Use of Federal Funds
23. Recipient Integrity and Performance Matters Including Recipient Reporting to FAPIIS

Terms and conditions for OVW awards, including awards under this program are available at <http://www.justice.gov/ovw/grantees>. These terms are subject to change prior to the issuance of the awards.

#### Violence Against Women Act Non-Discrimination Provision

The Violence Against Women Reauthorization Act of 2013 added a civil rights provision that applies to all FY 2018 OVW grants. This provision prohibits OVW grantees from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW. For more information on this prohibition, see <http://www.justice.gov/ovw/docs/faqs-ngc-vawa.pdf>. Additional information on the civil rights obligations of OVW funding recipients can be found in the [Solicitation Companion Guide](#) under "Civil Rights Compliance."

#### Accessibility

Recipients of OVW funds must comply with applicable federal civil rights laws, which, among other things, prohibit discrimination on the basis of disability and national origin. Compliance with these laws includes taking reasonable steps to ensure that persons with limited English proficiency have meaningful access to recipients' programs and activities and that these programs and activities are readily accessible to individuals with disabilities. More information on these obligations is available in the [Solicitation Companion Guide](#). Applicants must allocate grant funds or other available resources to support activities that help to ensure meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language interpreter services, language interpretation and translation services, or the purchase of adaptive equipment.

#### **Reporting**

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

### ***G. Federal Awarding Agency Contact(s)***

For assistance with the requirements of this solicitation, contact the OVW LAV Grant Program at (202)307-6026 or [ovw.lav@usdoj.gov](mailto:ovw.lav@usdoj.gov).

### ***H. Other Information***

#### **Application Checklist**

Applicants must submit a fully executed application to OVW, including all required supporting documentation. Prior to peer review, OVW will not contact applicants for missing items. Additionally, if an applicant plans to submit an application under any other OVW grant program

this fiscal year, please ensure that only documents pertinent to this solicitation are included with this application. OVW will not redirect documents that are inadvertently submitted with the wrong application (e.g., a Rural Program letter submitted with a Transitional Housing Program application will not be transferred to the Rural application).

<b>Application Document</b>	<b>Date Completed</b>
1. Letter of Registration	
2. Summary Data Sheet	
3. Project Narrative	
4. Purpose of the Application	
5. What Will Be Done	
6. Who Will Implement	
7. Proposal Abstract	
8. Budget Detail Worksheet and Narrative	
9. Memorandum of Understanding or Statement of Expertise in Providing Legal Representation	
10. Application for Federal Assistance: SF 424	
11. Standard Assurances and Certifications	
12. Applicant Financial Capability Questionnaire (if applicable)	
13. Confidentiality Notice Form	
14. Disclosures of Process Related to Executive Compensation	
15. Financial Accounting Practices	
16. Indirect Cost Rate Agreement (if applicable)	
17. Letter of Nonsupplanting	
18. Delivery of Legal Assistance Certification Letter	
19. Summary of Current and Recent OVW Projects and/or Summary of Current and Pending non-OVW Federal Grants to do the same or similar work, if applicable (may be uploaded as a separate attachment in Grants.gov)	

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



**Public Reporting Burden - Paperwork Reduction Act Notice**

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. OVW tries to create forms and instructions that are accurate, can be easily understood, and impose the least possible burden on applicants. The estimated average time to complete and file this form is 30 hours. Comments regarding the accuracy of this estimate or suggestions for simplifying this form can be submitted to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street, NE, Washington, DC 20530.

## **APPENDIX A**

### **Budget Guidance & Sample Budget Detail Worksheet**

## Budget Guidance

*Cost guidance for selected items is provided below to assist applicants in preparing the budget detail worksheet. In developing your budget detail worksheet please refer to the [DOJ Financial Guide](#).*

### Consultants/Contracts

Compensation for services by an individual consultant should be reasonable and consistent with that paid for similar services in the marketplace. Applicants should consider the type of services provided and the experience and expertise of the individual consultant when deciding if a consultant's rate is reasonable. Applicants are strongly discouraged from requesting consultant rates in excess of \$650 per day. Please note that this does not mean that the rate can or should be as high as \$650 for all consultants. If a project is ultimately selected for funding with a budget allocating more than \$650 per day to a consultant, the applicant must provide additional information to OVW for review and approval before consultant costs are incurred.

Applicants should also include all costs associated with consultants/contracts in the "Consultants/Contracts" category, including travel-related costs. These costs should not be reflected in the Personnel or Travel categories.

Applicants should follow the same established procurement policies with federal funds as they would with non-federal funds. All procurement transactions, including the awarding of consultant contracts, should be conducted in a manner that provides maximum open, free and fair competition, and must follow 2 C.F.R. §§ 200.317-200.326. All sole-source procurements (those not awarded competitively) in excess of \$150,000 require prior approval from OVW. This applies to procurements of goods and services, but not to selection of sub recipients.

### MOU Partners/Subrecipients

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. § 200.330 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 in relation to whether program objectives are met, 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 programmatic requirements may not be applicable to the services they are providing. For additional information on determining whether the recipient of the pass-through funds is a subrecipient or a contractor, please refer to [2 CFR Part 200.330](#), as well as the [Solicitation Companion Guide](#).

### Compensation for Partners

In developing the budget, applicants should compensate all project partners for their participation in any project-related activities, including but not limited to, compensation for time and travel expenses to participate in project development, training, and implementation. The budget **must** include compensation for all services rendered by project partners, including nonprofit, nongovernmental domestic violence and/or sexual assault victim services programs and state and tribal domestic violence and/or sexual assault coalitions. Keep in mind that partners are generally considered a subrecipient and would be reimbursed for their actual costs

incurred for the project rather than a fee for service. If a partner is a state or local governmental agency and the partnership duties are conducted within the course of the agency's "regular" scope of work, applicants do not need to compensate the partner if the partner a) offers this arrangement; and b) an explanation of this arrangement is included in the application.

#### Rent

Rental costs are generally allowable under OVW programs. Applicants should list square footage and cost per square foot in the budget. The amount must be based on the space that will be allocated to implement the OVW project, not the costs of the entire rental space. **Rental costs are not allowable for property owned by the applicant or if the applicant has a financial interest in the property.** In this case only the costs of ownership, including maintenance costs, insurance, depreciation, utilities, etc., are allowable costs. The applicant must indicate in the budget narrative whether or not they own the space that will be rented.

#### Audit Costs

Costs for audits not required or performed in accordance with the Office of Management and Budget (OMB) Circular A-133 or 2 CFR Part 200 Subpart F – Audit Requirement are unallowable. If the applicant agency did not meet the applicable expenditure threshold during the organization's fiscal year, the cost of any audit performed may not be charged to the grant.

#### Indirect Costs

Applicants that have current, federally-approved, indirect cost rates may seek to claim indirect costs and must submit a copy of their current federally-approved indirect cost rate agreement with the application. Applicants may choose to waive indirect costs.

Non-federal entities that have never received a federally-approved indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs which may be used indefinitely. This includes state and local governments that have never negotiated an indirect cost

#### Purchase and/or Lease of Vehicles

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

#### Non-Federal contributions

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

Applicants are advised that if they voluntarily decide to provide matching funds through the use of in-kind contributions, and include this information in the budget or budget narrative, the voluntary contributions will become a mandatory requirement under the grant award. Grantees that fail to provide sufficient mandatory matching funds through cash or in-kind contributions during the award period may be required to meet their obligation by making a cash payment to the Office on Violence Against Women in order to close out the grant award.

**Budget Detail Worksheet**

**Purpose:** The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

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

**A. Personnel** – List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

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

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

The Investigator is an investigator with the tribal law enforcement agency. She/he will dedicate 100% of their time to investigating cases of domestic violence, sexual assault, dating violence and stalking that occur on tribal lands.

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

**TOTAL PERSONNEL:     \$ 212,700**

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

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Program Coordinator		
Employer’s FICA	\$70,500 x 7.65%	\$ 5,393

Health Insurance	\$70,500 x 6.12%	\$ 4,315
Worker's Compensation	\$70,500 x 1.00%	\$ 705
Unemployment Compensation	\$70,500 x 0.50%	\$ 353
<b>Investigator</b>		
Employer's FICA	\$135,000 x 7.65%	\$10,328
Health Insurance	\$135,000 x 6.12%	\$ 8,262
Worker's Compensation	\$135,000 x 1.00%	\$ 1,350
Unemployment Compensation	\$135,000 x 0.50%	\$ 675
<b>Administrative Assistant</b>		
Employer's FICA	\$ 7,200 x 7.65%	\$ 551
Health Insurance	\$ 7,200 x 6.12%	\$ 441
Worker's Compensation	\$ 7,200 x 1.00%	\$ 72
Unemployment Compensation	\$ 7,200 x 0.50%	\$ 36
<b>TOTAL FRINGE BENEFITS:</b>		<b>\$ 32,481</b>

**TOTAL PERSONNEL AND FRINGE BENEFITS: \$ 245,181**

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

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

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
OVW-Mandated Training and Technical Assistance	TBD	TBD	TBD	\$12,000

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

**TOTAL TRAVEL:        \$ 12,000**

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

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

The video cameras will be used during the interviews of alleged offenders, as well as to record witness testimony in preparation for trial in cases of domestic violence, dating violence, sexual assault, and stalking.

**TOTAL EQUIPMENT:    \$ 1,500**

**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 materials that are expendable or consumed during the course of the project.

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

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

**TOTAL SUPPLIES:        \$ 9,075**

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

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

**G. Consultants/Contracts/Subawards** – Indicate whether applicant’s formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$650 per day or \$81.25 per hour require additional justification and prior approval from the Office on Violence Against Women.

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

A Consultant/Trainer will provide a three day on-site training on sexual assault and related issues to tribal leaders, law enforcement, prosecution, court personnel, and medical and social services personnel. The training will focus on the challenges of providing support and advocacy services to Indian victims of sexual assault, dating violence, and elder abuse.

The tribe will hire a Part-Time Civil Attorney. The Part-Time Civil Attorney will be compensated at an hourly rate of \$50/hour. The Part-Time Prosecutor will spend 20 hours each month providing civil legal assistance to victims of sexual assault, domestic violence, dating violence, and stalking.

**Subtotal Consultant Fees: \$ 37,950**

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

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Delivery of Sexual Assault Training	Tribe’s Reservation	Airfare	\$500 (avg.) x 1 person x 1 trip	\$ 500
		Lodging	\$ 50 (avg.)/night x 2 nights	\$ 100
		Per diem	\$ 35 (avg.)/day x 3 days	\$ 105
		<b>Subtotal Sexual Assault Training:</b>		<b><u>\$ 705</u></b>

**Subtotal Consultant Travel: \$705**



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

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

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

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

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

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

**Subawards/Partner Compensation:** Provide a description of project activities for which subrecipients/MOU partners will receive compensation under the award, including services for victims. Include any compensation for partner/subrecipient travel in this section as well.

<u>Subrecipient Name</u>	<u>Computation</u>	<u>Cost</u>
<b>XYZ Victim Services Organization</b>		
Advocate	\$40,000 annual salary x .25 FTE	\$10,000
Advocate	Benefits x 28% of FTE salary	\$ 2,800
<b>XYZ Housing Provider</b>		
Rent subsidies	\$150/mth x 12 mths x 15 victims/families	\$27,000
Permanent housing advocate	\$40,000 annual salary x .10 FTE	\$ 4,000
Permanent housing advocate	Benefits x 28% of FTE salary	\$ 1,120
<b>Subtotal Subawards:</b>		<b><u>\$44,920</u></b>

MOU partner XYZ Victim Services Organization will provide victim advocacy services, including safety planning and court accompaniment services. The MOU partner XYZ Housing Provider will provide rent subsidies for victims and their dependents as well as permanent housing placement services and advocacy. The rent subsidy rates are based on our experience with available community housing.

Subaward Travel: List all expenses to be paid from the grant to project partners/subaward recipients to cover project related travel expenses including participation at OVW-mandated training (i.e., travel, meals, lodging etc.).

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
OVW-Mandated Training and Technical Assistance	TBD	TBD	TBD	\$8,000

**TOTAL CONTRACTS, CONSULTANTS, AND SUBAWARDS:                    \$ 113,075**

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

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

The Sexual Assault Training manuals will be purchased from the Sexual Assault Resource Center and will be used in conjunction with the on-site training that will be provided by the Consultant/Trainer.

The Project Coordinator will develop and produce a Resource Manual for services both on and off the Reservation for victims of domestic violence, sexual assault, dating violence, and



The Indirect Cost Rate Agreement was approved by the Department of the Interior, the applicant's cognizant federal agency on January 1, 2017. (A copy of the fully executed, negotiated agreement is attached).

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

<b>Budget Category</b>	<b>Amount</b>
A. Personnel	\$212,700
B. Fringe Benefits	\$ 32,481
C. Travel	\$ 12,000
D. Equipment	\$ 1,500
E. Supplies	\$ 9,075
F. Construction	\$ 0
G. Consultants and Contracts	\$ 105,075
H. Other Costs	\$ 84,900
<b>Total Direct Costs</b>	<b>\$ 457,731</b>
I. Indirect Costs	\$ 28,183
 <b>TOTAL PROJECT COSTS</b>	 <b><u>\$ 485,914</u></b>
 Federal Share Requested	 \$ 485,914
Non-Federal (Match) Amount	\$ 0

## **APPENDIX B**

### **Sample Letter of Registration**

[Applicant Letterhead]

[Date]

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

Dear Director:

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

**First Time [Grants.gov](http://Grants.gov) Users ONLY** - I understand that in order to submit an application for the FY 2018 [Insert Grant Program Name], [Insert Applicant Name] must be registered with [Grants.gov](http://Grants.gov). I certify that [Insert Organization Name] began the registration process with [Grants.gov](http://Grants.gov) on [Insert Registration Date].

**OR**

**Repeat [Grants.gov](http://Grants.gov) Users ONLY** – I understand that upon application submission in [Grants.gov](http://Grants.gov) the Authorized Organization Representative (AOR) will receive a minimum of two email messages. One will confirm receipt of the application package. The other will either notify the AOR that the application was successfully submitted, or it will notify the AOR that there was an error with the application submission. In order to successfully receive notifications from [Grants.gov](http://Grants.gov), all information listed in [Grants.gov](http://Grants.gov) must be current and active. [Insert Applicant Name] verified that all information listed in [Grants.gov](http://Grants.gov) (Name and contact information for the AOR, organization address, etc.) is current and active on [Insert Date].

Sincerely,

[Authorized Representative]

## **APPENDIX C**

### **Disclosures of Process Related to Executive Compensation**

## Disclosures of Process Related to Executive Compensation

### Sample Cover Letter

**[Applicant Letterhead]**

**[Date]**

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

Dear Director:

The **[Applicant]** is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure for establishing a rebuttable presumption that our executives' compensation is reasonable. Therefore, I am submitting the following information to you, as required by the Violence Against Women Reauthorization Act of 2013:

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

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

Sincerely,

**[Authorized Representative]**

Attachments



## **APPENDIX D**

### **Summary of Current and Recent OVW Projects**

**Summary of Current and Recent OVW Projects**

Applicant Name								
Service Area: Size of Service Area: Size of Target Population:								
Award Number	Award End Date	Program	Award Amount	Amount Remaining	Extension Needed?	Extension Needed: Timeframe	Grant-Individual(s) and Job Title(s)	Justification for Remaining Funds
2015-XX-XX-XXXX	7/31/2017	2015 CLSSP	\$300,000	<b>TOTAL: \$250,000</b> A. Personnel: <u>\$200,000</u> B. Fringe: <u>\$50,000</u> C. Travel: <u>\$0</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$0</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$0</u> H. Other Costs: <u>\$0</u> I. Indirect Costs: <u>\$0</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No		2FT DV/SA Advocates: Abby Smith and Bill Thompson	
2016-XX-XX-XXXX	12/31/2018	2016 CTAS	\$932,000	<b>TOTAL: \$467,850</b> A. Personnel: <u>\$250,000</u> B. Fringe: <u>\$100,000</u> C. Travel: <u>\$0</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$0</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$100,000</u> H. Other Costs: <u>\$0</u> I. Indirect Costs: <u>\$17,850</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No		1FT DV Advocate (Anne Tyler); 2FT Shelter Advocates (Mary Harrison and Elizabeth Baker); 1FT Victim Liaison (John Jones)	
			<b>TOTAL:</b>	<b>TOTAL:</b>				
			\$1,232,000	\$717,850				

## **APPENDIX E**

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

[Applicant Name]							
Current Awards							
Service Area:							
Federal Awarding Agency	Award Number	Program	Award End Date	Award Amount	Amount Remaining	Grant-Individual(s), Job Title(s), and Percentages	Describe how this project differs from the application for OVW funding.
OJP	XXX-XXX-XXXX	OVC	9/30/2018	\$300,000	<b>TOTAL: \$250,000</b> A. Personnel: <u>\$200,000</u> B. Fringe: <u>\$50,000</u> C. Travel: <u>\$0</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$0</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$0</u> H. Other Costs: <u>\$0</u> I. Indirect Costs: <u>\$0</u>	2FT DV/SA Advocates: John Smith (25%) and Jane Edwards (35%)	[Insert description.]
Pending Applications							
Service Area:							
Federal Awarding Agency	Application Number (if known)	Program	Project Period	Total Requested Amount	Amount Requested	Grant-Individual(s), Job Title(s), and Percentages	Describe how this project differs from the application for OVW funding.
COPS	XXX-XXX-XXXX	CAMP	36 months	\$300,000	<b>TOTAL: \$300,000</b> A. Personnel: <u>\$200,000</u> B. Fringe: <u>\$50,000</u> C. Travel: <u>\$0</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$50,000</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$0</u> H. Other Costs: <u>\$0</u> I. Indirect Costs: <u>\$0</u>	1FT DV Advocate: Janet Anderson (20%); 1FT Shelter Advocate: Jay Summers (10%); 1FT Victim Liaison: John Neil (50%)	[Insert description.]

## **APPENDIX F**

### **Sample Certification Letter**

## Sample Legal Assistance Certification Letter

**[Applicant Letterhead]** **[Date]**

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

Dear Director:

This letter serves to certify that **[Applicant]** is in compliance with the following statutory requirements:

- (1) Any person providing legal assistance through a program funded under the LAV Program
  - (A) has demonstrated expertise in providing legal assistance to victims of domestic violence, dating violence, sexual assault or stalking in the targeted population; or
  - (B) (i) is partnered with an entity or person that has demonstrated expertise described in subparagraph (A); and (ii) has completed, or will complete, training in connection with domestic violence, dating violence, stalking, or sexual assault and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide.
- (2) Any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a state, local, territorial, or tribal domestic violence, dating violence, sexual assault, or stalking victim service provider or coalition, as well as appropriate tribal, State, territorial, and local law enforcement officials.
- (3) Any person or organization providing legal assistance through a program funded under this Program has informed and will continue to inform state, local, or tribal domestic violence, dating violence, sexual assault, or stalking programs and coalitions, as well as appropriate State and local law enforcement officials of their work.
- (4) The grantee's organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, domestic violence, dating violence, or child sexual abuse is an issue.

Sincerely,

**[Authorized Representative]**