



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

OVW Fiscal Year 2015 Technical Assistance Program Solicitation

Solicitation Release Date

This solicitation was released on, or about February 26, 2015.

Eligibility

Applicants are limited to nonprofit national, tribal, or statewide organizations and institutions of higher education. In rare circumstances, OVW will support projects from state, local or tribal governments or government agencies (e.g., police departments, prosecutor's offices, or probation departments), or local nonprofit organizations.

(See "[Eligibility](#)")

Deadlines

Application: All applications are due by 11:59 p.m. Eastern Time (E.T.) on April 9, 2015.
(See "[Submission Dates and Times](#)")

Registration: To ensure all applicants have ample time to complete the registration process, applicants must obtain a Data Universal Number System (DUNS) Number, register online with the System for Award Management (SAM) and with [Grants.gov](#) immediately, but no later than March 19, 2015.

(See "[Registration](#)")

Letter of Registration: Applicants are strongly encouraged to submit a letter of registration to Tosha.Preston@usdoj.gov by March 18, 2015. This will ensure that applicants are well-positioned to successfully submit an application by the deadline. This letter will not obligate potential applicants to submit an application. Interested applicants who do not submit a Letter of Registration are still eligible to apply.
(See "[Letter of Registration](#)")

There will not be a **pre-application call**, if you have questions, please call the office at 202-307-6026

Contact Information

For assistance with the requirements of this solicitation, contact OVW at (202) 307-6026.

In Fiscal Year 2015, OVW applications will be submitted through [Grants.gov](#). For technical assistance with [Grants.gov](#), contact the [Grants.gov](#) Customer Support Hotline at 1-800-518-4726.

[Grants.gov](#) Number assigned to announcement OVW-2015-4042.

It is anticipated that all applicants will be notified of the outcome of their applications by September 30, 2015.

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OVW Technical Assistance Program (CFDA 16.526)

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 and others, OVW grants help provide victims with the protection and services they need to pursue safe and healthy lives, while improving communities' capacity to hold offenders accountable for their crimes.

About the OVW Technical Assistance Program

This program is authorized by 42 U.S.C.13925(b)(11).

Since 1995, OVW's Technical Assistance Program has provided OVW grantees with the training, expertise, and problem-solving strategies they need to meet the challenges of addressing sexual assault, domestic violence, dating violence and stalking. OVW's technical assistance projects have offered in-person and online educational opportunities, peer-to-peer consultations, site visits and tailored assistance that have allowed OVW grantees and potential grantees (those entities that are eligible for OVW grant programs) to learn from experts and one another about how to respond to crimes of violence against women effectively. In more limited circumstances, OVW's technical assistance projects have offered technical assistance to a small number of pilot sites through demonstration initiatives and/or for assessments of newly developed training curricula or tools.

The primary purpose of the OVW Technical Assistance Program is to provide direct technical assistance to existing and potential grantees and sub grantees to enhance and support their efforts to successfully implement projects supported by OVW grant funds. In addition, OVW is focused on building the capacity of criminal justice and victim services organizations to respond effectively to sexual assault, domestic violence, dating violence and stalking and fostering partnerships among organizations that have not traditionally worked together to address violence against women.

OVW technical assistance (TA) reflects OVW's belief that in order to meet the wide variety of needs of jurisdictions across the nation, we must draw upon an equally wide variety of resources and experts. The OVW TA model focuses on specialization as much as possible with a very limited use of generalization as appropriate. For example, only a handful of OVW TA awards serve all of OVW's grant programs; and those projects that do serve all OVW grant programs are usually focused in some other way. OVW categorizes its TA awards as either "Targeted" or "Comprehensive." Targeted TA projects reflect the vast majority of TA awards that OVW makes each year and typically have a discrete scope by focusing on a particular subset of grantees, a specific intervention, a topic within one of the four crimes, or a specific TA deliverable such as a one-time national conference or developing a product.

Comprehensive TA projects, on the other hand, are designed to meet the overarching needs of a particular OVW grant program, a discipline central to an effective response, or a subject matter for which VAWA mandates or OVW determines the creation of a national resource center is necessary. Comprehensive TA helps to ensure the availability of core training and technical assistance over a longer period of time. OVW supports very few comprehensive projects each year, and only OVW can designate a project as comprehensive.

As part of its commitment to improve, OVW receives feedback on a regular basis from its grant recipients so that the technical assistance can be enhanced and refined as necessary to meet these needs.

For additional information on the Technical Assistance Program, including what past Technical Assistance Program grantees have accomplished with their grant funds and to view the Technical Assistance Program performance measures, see <http://muskie.usm.maine.edu/vawamei/taprovidermain.htm>.

Program Scope

Activities supported by the Technical Assistance Program are determined by statute, federal regulations, and OVW policies and priorities. If an applicant receives an award, the funded project is bound by the provisions of this solicitation, the Financial Guide, any updates to the Financial Guide, and the conditions of the recipient's award.

Both Targeted and Comprehensive TA are integral to OVW's overall TA strategy; and both are subject to rigorous review. All TA providers should anticipate considerable involvement from OVW staff in the development and implementation of their TA awards; therefore, TA awards are made as cooperative agreements and not grants. While each cooperative agreement establishes the foundation of the project, recipients must be flexible in their approach and willing to adjust their projects as in order to meet the changing needs of OVW's grantees and potential grantees, as well as new federal statutory or regulatory requirements. Recipients must also be prepared to work collaboratively with other OVW TA providers and experts identified by OVW.

Purpose Areas

OVW seeks applications that address the technical assistance purpose areas identified below. All applications must predominantly serve the grant or subgrant recipients or potential grant or subgrant recipients of one or more OVW grant programs.

Organizations should submit separate and distinct applications for each purpose area. For example, an applicant applying to provide training and technical assistance on culturally relevant services for communities of color should apply separately if they also want to provide trial advocacy and/or litigation skills training for attorneys. However, in limited circumstances, an applicant may submit a proposal covering multiple purpose areas if those purpose areas are closely aligned. In such cases, the applicant must provide justification for merging the purpose areas and demonstrate its capacity to implement each purpose area in the application. No more than two purpose areas should be included in a single application. Please note, that whether an application covers one or two purpose areas, the budget caps for the individual application remains the same.

In addition, if an applicant wishes to submit an application for targeted technical assistance that does not address one of the purpose areas listed below, it may do so, but it is required to submit

additional justification regarding the need for the project, the intended grantee audience, and how the project relates to an OVW program. Any modification of an OVW purpose area listed below will be considered a new purpose area and therefore would require the additional justification.

FY 2015 Competitive Targeted Technical Assistance Project Purpose Areas:

In FY 2015, OVW is interested in supporting the following targeted technical assistance purpose areas:

1. Provide training and technical assistance on culturally relevant services for communities of color.
2. Provide training and technical assistance on building effective partnerships with faith-based leaders and communities, including a focus on understanding domestic violence and sexual assault in the context of various religious communities.
3. Provide training and technical assistance to improve the capacity of OVW grantees and partners to assess their organizational structure, and to enhance the ability of grantees to effectively manage, operate and sustain their organizations, including those serving rural, tribal, and underserved and culturally-specific communities.
4. Provide Training and Technical Assistance to build the organizational capacity and structure in culturally specific and non-profit community-based organizations with a focus on organizations whose primary purpose is to provide services to African Americans, Blacks and immigrant Africans to address sexual assault, domestic violence, dating violence, and stalking.
5. Provide basic and/or advanced training and technical assistance on immigration for advocates and/or attorneys, law enforcement, prosecution, probation officials, law school clinics and judges, including the dynamics of domestic violence and sexual assault against immigrants; services available to immigrant victims; and the legal options for immigrant victims.
6. Provide specialized training and technical assistance to attorneys, advocates and law enforcement serving foreign national and/or domestic human trafficking victims with regards to sexual assault, domestic violence, dating violence and stalking. This may include the intersectionality of labor trafficking and domestic and sexual violence. Also provide training and technical assistance to those who serve victims of domestic violence, sexual assault, dating violence and stalking on how to better identify and respond to human trafficking at the intersection with these other crimes.
7. Convene a multi-disciplinary national working group to develop a model code on custody and domestic violence. The technical assistance provider will be responsible for assisting with the drafting of the model code.
8. Provide advanced litigation skills training for attorneys who represent victims of sexual assault, domestic violence, dating violence and stalking specifically in custody matters. Technical assistance should include providing grantees with sample pleadings, guidance on the use of expert testimony, and other evidentiary strategies.

9. Develop and pilot a research-based train-the-trainer curriculum for custody evaluators on working with families that might have a history of domestic violence, including those in which there are allegations of child sexual abuse.
10. Provide technical assistance to grantees on the establishment of court watch programs in family court.
11. Provide training to grantees on working in a supervised visitation setting with fathers who have been violent with their intimate partners.
12. Provide training and technical assistance to OVV grantees to enhance their ability to design and deliver interactive education and training programs utilizing adult learning methods.
13. Provide training and technical assistance on youth-driven prevention and outreach strategies; and effective youth advocacy and services to address victims of sexual assault, domestic violence, dating violence, stalking and human trafficking.
14. Provide training and technical assistance to institutions of higher education on implementing an effective coordinated community response on college and university campuses to address sexual assault, domestic violence, dating violence and stalking.
15. Provide training and technical assistance to institutions of higher education on strengthening policy development, protocols, training and core competencies for Conduct and Disciplinary Boards that addresses sexual assault, domestic violence, dating violence and stalking.
16. Provide training and technical assistance to institutions of higher education on effective campus law enforcement investigation in cases involving sexual assault, domestic violence, dating violence and stalking.
17. Provide training and technical assistance to institutions of higher education to improve Clery Act reporting and record keeping for the crimes of sexual assault, domestic violence, dating violence and stalking on campus.
18. Provide training and technical assistance to institutions of higher education on developing effective victim services and advocacy programs for college students including but not limited to capacity building, referral processes, collaborative victim service models with local victim services organizations and training for campus advocates.
19. Provide training and technical assistance to organizations on providing services to Lesbian, Gay, Bisexual, and Transgender (LGBT) victims.
20. Provide training and technical assistance addressing civil and criminal legal services to Lesbian, Gay, Bisexual, and Transgender (LGBT) victims/survivors of sexual assault, domestic violence, dating violence and stalking.
21. Provide training and technical assistance to Legal Assistance for Victims grantees on the development and implementation of *pro bono* programs.

22. Provide basic and advanced training to attorneys and multidisciplinary groups on civil legal remedies for sexual assault victims in order to expand awareness of the need for legal advocacy and representation for sexual assault survivors. Training and technical assistance must include the facilitation of a mentoring relationship between the technical assistance provider and individual grantees or between grantees.
23. Provide trial advocacy and/or litigation skills training for attorneys who represent victims of domestic violence, sexual assault, dating violence and stalking.
24. Develop and enhance the capacity of rural communities to provide sexual assault services.
25. Provide evidence-based basic and/or advanced training and technical assistance on teen dating violence prevention and/or interventions for rural communities.
26. Provide basic and/or advanced coordinated community response training and technical assistance on innovative approaches to responding to children, youth and adult victims of sexual assault, domestic violence, dating violence, and/or stalking in rural areas or rural communities.
27. Conduct basic and/or advanced training and technical assistance on innovative coordinated community response strategies (such as community assessments, safety and accountability audits, and institutional analyses) to assess and reform institutions' (e.g., law enforcement agencies, child protection services, courts) responses to sexual assault, domestic violence, dating violence and stalking.
28. Provide training and technical assistance on the implementation of multi-agency, multi-disciplinary service center models designed to meet the needs of sexual assault, domestic violence, dating violence and stalking victims.
29. Assist communities in developing and incorporating domestic violence fatality reviews into a coordinated community response.
30. Provide training and technical assistance to increase the capacity of deaf organizations to address domestic violence, dating violence, sexual assault and/or stalking against individuals in the deaf community.
31. Provide specialized training and technical assistance to prevent domestic violence homicides and suicides in the families of military personnel and veterans and to improve outcomes for individual military-related sexual assault and domestic violence victims and their families.
32. Provide specialized training, technical assistance and resource tools for judges, court personnel and court-based program staff addressing intimate partner sexual assault and the intersection of sexual assault and domestic violence.
33. Assist with system-tracking methods and provide resources for courts and court personnel handling civil or criminal related cases involving domestic violence and/or sexual assault to inform the judicial process and enhance court monitoring capacity.

34. Provide specialized training and technical assistance for judges and court personnel on teen dating violence that addresses: identifying teen dating violence in the courts, understanding risk and dangerousness, issuing effective orders of protection for teen victims, “Sexting” and electronic evidence, and holding teen offenders accountable while promoting rehabilitation and prioritizing victim safety.
35. Provide basic and advanced batterers intervention training and technical assistance that includes organizing and convening training seminars on effective abuser intervention program practices, and examination of a variety of existing and emerging models for promoting offender accountability in the criminal justice system. Training and technical assistance cannot focus on or promote a single model. The target audience is OVV grantees with interdisciplinary teams seeking to enhance their response in cases involving sexual assault, domestic violence, dating violence and stalking and integrate effective strategies for intervention with abusers.
36. Provide specialized training and technical assistance to develop community correction strategies and enhance probation and parole officers’ response to sexual assault, domestic violence, dating violence and stalking.
37. Organize and establish a national network of judges who handle domestic violence and/or sexual assault cases, and provide training and technical assistance addressing how to sustain and enhance specialized promising practices, as well as examining ways to advance collaboration between criminal and civil court systems, support new innovative approaches and promote victim safety and offender accountability through national engagement of judicial leadership on this issue.
38. Provide cultural competency training (in collaboration with the designated Justice for Families comprehensive technical assistance provider) for courts that handle sexual assault, domestic violence, dating violence and stalking issues.
39. Provide assessment, basic and/or advanced training and technical assistance that addresses language access for courts, court-based programs and mandated service providers seeking to ensure meaningful access for litigants with limited English proficiency involved in sexual assault, domestic violence and/or stalking matters.
40. Provide training and technical assistance to judges, attorneys and advocates on the Hague Convention on the Civil Aspects of International Child Abduction and, specifically, how to effectively handle cases involving domestic violence.
41. Provide training and technical assistance for law enforcement, prosecutors or relevant officers of federal, state, tribal, territorial and local courts on elder abuse, neglect and exploitation, including sexual assault, domestic violence, dating violence and stalking for older adults.
42. Provide training and technical assistance to STOP Administrators on effective and culturally appropriate consultation and coordination with tribes during the STOP Implementation planning process.
43. Provide advanced training and technical assistance on implementing the St. Paul Model Blueprint for Safety Program, a comprehensive approach to confronting the issues of

domestic violence in communities, including but not limited to developing, increasing and building partnerships; implementing a coordinated community response team; and providing individual and system advocacy within criminal justice agencies.

44. Provide training, capacity building and individualized technical assistance to tribal coalitions, coalition members and tribal communities to effectively manage, operate, and sustain culturally relevant victim centered resources and services. Technical assistance should include fiscal management, non-profit board development, staff recruitment and training, program development, strategic and technology planning, and outreach to potential coalitions.
45. Serve as a general repository of information relevant to sexual assault of American Indian and Alaska Native women and adolescent girls through a national tribal sexual assault resource center and a website. Provide general information on the nature and dynamics of sexual assault and develop and disseminate Native American-specific resources for Indian Country. Provide onsite training and technical assistance regarding the implementation of OVW's National SAFE Protocol and SAFESTAR project.
46. Provide training and technical assistance to targeted professionals in Indian Country (e.g., tribal court personnel, law enforcement, prosecutors, judges, tribal leaders, advocates and other relevant professionals) on domestic violence, sexual assault, dating violence, sex trafficking and stalking. Training and technical assistance topics should include, but not be limited to, victims losing custody of children; the intersection of mental health, substance abuse and sexual assault, domestic violence, dating violence and stalking; issuance and enforcement of protection orders, and expert witness training.
47. Provide training and technical assistance to enhance the capacity of Transitional Housing Programs in Indian Country, including supportive services for domestic violence and sexual assault survivors, and/or to establish partnerships to expand services for survivors, including those to promote economic stability.
48. Provide training and technical assistance to improve coordination between domestic violence services and homeless services, including the following: training on the role that victim service providers can play in the continuum of care in local communities; integrating effective domestic violence assessments into the coordinated assessment/entry system; and developing protocols and guidelines for integrating responses to the safety concerns of individuals fleeing domestic violence and their children throughout homeless response systems, including assessment, data collection, safety planning, supportive services, and appropriate access to safe shelter, transitional housing, and rapid-rehousing.
49. Provide training and technical assistance on promoting or enhancing strategies with a culturally specific approach to addressing homicide prevention and reduction in violence against women cases within the Black/African American population.

Comprehensive Technical Assistance

OVW's Comprehensive Technical Assistance Providers must be able to offer an extensive scope of training, technical assistance and resources to grantees and the field. Each of OVW's comprehensive technical assistance projects is competitively bid at a minimum of every five years.

OVW will support ONLY the continuation of new comprehensive initiatives listed below and existing previously designated comprehensive projects. Applications requesting to provide comprehensive technical assistance for issues other than those listed below will be removed from consideration.

FY 2015 Competitive Comprehensive Technical Assistance Project Purpose Areas

In FY 2015, OVW will solicit new applications for four comprehensive purpose areas:

1. **Justice for Families Grant Program**
Coordinate and facilitate—through a team of OVW-designated subject matter experts—training, technical assistance, and resource development for Justice for Families Program grantees to enhance approaches to providing supervised visitation and safe exchange, training for court-based and court-related personnel, juvenile court resources, court-based programs and services, and civil legal assistance.
2. **Tribal Governments Grant Program**
Provide comprehensive basic and/or advanced culturally specific training and technical assistance in Indian Country to address the unique challenges experienced when responding to sexual assault, domestic violence, dating violence, sex trafficking and stalking; and support Tribal Government Program grantees with project implementation. Training and technical assistance topics should include coordinated community responses to children, youth and adult victims; building partnerships; individual and system advocacy; and prevention education and awareness. Activities must include assisting OVW with orientation for Tribal Government grantees and maintaining ongoing communication with OVW tribal grantees. An applicant should possess expertise in each subject matter and/or demonstrate this expertise through partnership(s).
3. **Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program**
Provide training and technical assistance on a coordinated community response to all disciplines engaged in the Arrest Program, including 911 operators and dispatchers; law enforcement officers; prosecutors; private attorneys; defense attorneys; judges; probation officers; batterer intervention program staff; and advocates, both independent and employed by government agencies. Activities must include assisting OVW with an annual orientation for Arrest Program grantees and maintaining ongoing communication with OVW Arrest grantees. An applicant must possess expertise in CCR development and enhancement.
4. **Law Enforcement**
Provide basic and advanced training and technical assistance to law enforcement agencies that addresses the law enforcement response and investigation of domestic violence, dating violence and stalking. Training and technical assistance must focus on the needs of line officers, detectives, investigators, and other non-supervisory officers.

FY 2015 Non-Competitive Comprehensive Technical Assistance Supplemental Awards (see Types of Applicants, page 17 for a description of who is eligible to apply for non-competitive comprehensive technical assistance funds)

The scope of each non-competitive comprehensive technical assistance award will be based on the continuation and/or enhancement of the project goals and objectives of the initial award and the identified needs of the grantees to be served. Eligible comprehensive technical assistance providers should work with their program specialists to determine the scope of work for each supplemental application.

FY 2015 Product Development Technical Assistance:

In FY 2015, OVW is soliciting for the development of a product, for both residential and non-residential domestic violence programs, on providing comprehensive services for Lesbian, Gay, Bisexual, and Transgender (LGBT) victims/survivors. The product must be developed by a partnership consisting of at least one domestic violence organization and one LGBT organization. The application must demonstrate that the proposed partnership has the relevant substantive and technical expertise to create the product. At the time of submission, the applicant must submit a previously completed product that the applicant or the project partner(s) has created that demonstrates the ability to develop the product proposed in the application.

Note: There will be a different product development t-specific set of instructions for organizations applying under the Product Development purpose area in section D “Application and Submission Information – Project Narrative, pp. 20-22 section of this solicitation.

Activities that Compromise Victim Safety and Recovery

Applications that propose training and/or technical assistance activities that fail to account for victim safety and recovery may receive a deduction in points during the review process or may be eliminated from further consideration entirely.

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 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;¹
2. Procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services;
3. Policies and practices that fail to encourage ongoing safety planning with all survivors.
4. Policies and procedures that fail to account for physical safety of victims.

Out-of-Scope Activities

OVW has determined the activities listed below to be out of the program scope. Applications that propose out-of-scope activities may receive a point deduction during the review process. Applications that are determined to be substantially outside the scope of the **Technical Assistance Program** will not be considered for funding. The following activities are out of scope and will not be supported by the **Technical Assistance Program** funding:

¹ 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 on "Violence Against Women Act Non-Discrimination Provision" under "F. Federal Award Administration Information".

- Research projects (This does not include program assessments conducted only for internal improvement purposes. See section on Research and Protection of Human Subjects in the [Solicitation Companion Guide](#).)

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 the Technical Assistance Program becomes no longer available. Also, please note that OVW may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on the merits of the applications and on the availability of appropriations.

Award Period

Competitive Targeted Technical Assistance Projects

The award periods for these cooperative agreements will generally be 12, 24, or 36 months. Budgets must reflect 12, 24, or 36 months of project activity, and the total “estimated funding” (block 15) on the SF-424 must reflect 12, 24, or 36 months. The award period will start on October 1, 2015.

Competitive Comprehensive Technical Assistance Projects

OVW-designated comprehensive technical assistance projects may receive up to a total of five years of funding. Applicants selected to serve as comprehensive TA providers are eligible to receive an initial award for up to 24 months (depending on available funding) with the understanding that they can apply non-competitively for supplemental funding to support the remainder of the 60-month period and that awards would be made at the discretion of the OVW Director.² Budgets must reflect 24 months of project activity, and the total “estimated funding” (block 15) on the SF-424 must reflect 24 months. The award period will start on October 1, 2015. Note: some comprehensive technical assistance awards will be made for a shorter duration because of the limited amount of TA funding available under the program supporting the award.

Non-Competitive Comprehensive Technical Assistance Project Supplements

Technical assistance providers designated by OVW in FY 2010, FY 2011, FY 2012, FY 2013 or 2014 to serve as a comprehensive technical assistance provider, and that are eligible to apply for non-competitive supplemental funding for their comprehensive award in FY 2015, will receive a separate invitation to apply for a supplemental award through this FY 2015 Technical Assistance Solicitation. Award periods will range from 12 to 36 months and will depend on the number of months remaining in the organization’s five-year comprehensive TA provider designation as well as the availability of funding from the OVW program(s) from which the project will be supported. Each comprehensive provider should work with its individual OVW program specialist to determine the length and amount of this supplemental award.

² A comprehensive technical assistance provider can lose their designation as a comprehensive provider based on poor performance, lack of continued need for the project, and available funding.

Product Development

The award period for the product development purpose area is 18 months. The budget must reflect 18 months of project activity, and the total “estimated funding” (block 15) on the SF-424 must reflect 18 months. The award period will start on October 1, 2015.

Regardless of the award length outlined in the application, OVW reserves the right to make awards for a shorter or longer duration in order to meet the needs of the overall TA Program.

Award Amounts

Applicants should carefully consider the resources needed to successfully implement the proposed project and present a realistic budget that accurately reflects project costs. OVW has limited funds available to support technical assistance, and therefore, **all applicants should be mindful and carefully consider all costs when developing their proposed budgets.** OVW has the discretion to award grants for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to award of a grant.

Competitive Targeted Technical Assistance Projects

Unless otherwise noted, funding levels for competitive targeted technical assistance projects are as follows:

1. Twelve-month projects are eligible for up to \$225,000.
2. Twenty-four month projects are eligible for up to \$425,000.
3. Thirty-six month projects are eligible for up to \$600,000.

The budget amounts provided above represent caps. Applicants are strongly encouraged to carefully consider the funding necessary to implement a sound technical assistance proposal and to apply for less than the caps wherever possible.

Competitive Comprehensive Technical Assistance Projects

Organizations applying for a new five-year comprehensive project should seriously consider the amount of funds needed to implement such a project, clearly present the costs and clearly justify all costs for the project. As mentioned above, FY 2015 applications for five-year comprehensive projects will only budget for the first 24 months of the project.

Non-Competitive Comprehensive Technical Assistance Project Supplements

Funding levels for non-competitive comprehensive technical assistance supplemental awards will vary depending on the number of months remaining on the organization’s five-year comprehensive TA provider designation and the funding availability of the OVW program(s) from which the project will be supported. Comprehensive technical assistance providers should work with their program specialist to determine the scope of work for this supplemental award.

Product Development

The funding cap for the Product Development purpose area is \$150,000.

The Technical Assistance Program typically makes awards in the range of \$225,000 - \$600,000 for targeted technical assistance and in the range of \$220,000 - \$2,500,000 for comprehensive technical assistance. OVW estimates that it will make up to sixty awards for an estimated total of \$34,000,000.

Applicants that receive an award are bound by statute, federal regulations, the provisions of this solicitation, the OVW Financial Guide, any updates to the Financial Guide, and conditions of the recipient's award.

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

For more information on budgets and required elements, please see [Budget Detail Worksheet](#) and [Narrative](#).

Types of Applicants

In FY 2015, OVW will accept applications for the Technical Assistance Program from the following:

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

Continuation: applicants that received funding under the Technical Assistance Program for a project that will end on/before April 2016. Continuation funding is not guaranteed.

Non-Competitive Comprehensive Technical Assistance Project Supplements

Technical assistance providers designated by OVW in FY 2010, FY 2011, FY 2012, FY2013 or FY 2014 to serve as a comprehensive technical assistance provider, and that are eligible to apply for non-competitive supplemental funding for their comprehensive award in FY 2015, will receive a separate invitation to apply for a supplemental award through this FY 2015 Technical Assistance Solicitation.

Please note, grant recipients that received new or supplemental funding for a targeted technical assistance project for **24 or 36** months in FY 2014 are NOT eligible to apply for an award to supplement that project.

C. Eligibility Information

Eligible Applicants

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

Eligible Entities

Eligible entities for this program are nonprofit national, tribal, or statewide organizations and institutions of higher education. In rare circumstances, OVW will support projects from state, local or tribal governments or government agencies (e.g., police departments, prosecutor's offices, or probation departments), or local non-profit organizations. Eligible applicants must have the capacity, including the staffing expertise, resources, and/or appropriate partnerships necessary to provide training and technical assistance on a national level. Applicants should partner with one or more organizations to ensure the appropriate expertise is available to implement the proposed project successfully.

Please note that OVW will not accept applications from individuals or for-profit organizations.

Nonprofit Organization Requirements

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 Technical Assistance Program.

Cost Sharing or Match Requirement

This program has no matching or cost sharing requirement.

Limit on Number of Application Submissions

If an applicant submits multiple versions of the same application, OVW will review only the most recent system-validated version submitted prior to the deadline. Applicants submitting multiple proposals should use clearly distinguishable project titles for each application (*refer to Purpose Areas on page 7 for clarification on submitting multiple applications that address multiple purpose areas*).

D. Application and Submission Information

Address to Request Application Package

The complete application package is available on www.grants.gov or at the OVW website at <http://www.justice.gov/ovw>. Applicants wishing to request a paper copy of the application materials should contact Tosha.Preston@usdoj.gov.

Content and Form of Application Submission

Letter of Registration

Applicants intending to apply for FY 2015 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 the SAM and with [Grants.gov](http://www.grants.gov). The letter should be submitted to OVW at OVW.TechAssistance@usdoj.gov by March 19, 2015. This will ensure that the applicant is well-positioned to successfully submit a proposal by the application deadline. This letter will not obligate the applicant to submit an application. See [Appendix B](#) for a sample Letter of Registration.

Application Contents

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

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

Formatting and Technical Requirements

1. Double spaced (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 Targeted Technical Assistance Project Narrative, and no more than **25** pages for the Comprehensive Technical Assistance Project Narrative.
7. Word documents must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).
8. Headings and sub-headings that correspond to the sections identified in this section of the solicitation.

Application Requirements

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

1. Project Narrative
2. Budget Detail Worksheet and Narrative
3. Letters of Commitment and/or Support

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

Summary Data Sheet (5 Points)

The Summary Data Sheet should be one to four pages in length and may be single or double spaced. The Summary Data Sheet does not count toward the 20 or 25 page limit for the Project Narrative. Please provide the following information:

1. Name, title, address, phone number, and e-mail address for the Authorized Organization Representative (AOR) of the applicant agency (see [“Application for Federal Assistance \(SF-424\)”](#) for the definition of the AOR).
2. Name, title, address, phone number, and e-mail address for the grant point-of-contact, who must be an employee of the applicant agency.
3. Statement as to whether the organization applying will serve as a fiscal agent / sponsor for an organization or organizations that will ultimately implement the project. If so, the applicant must include a statement acknowledging that, should an award be made, it would be responsible for all statutory, fiscal and programmatic requirements, as well as all project deliverables. The organization applying for the award must also list all of the entities it will enter into agreements with to perform the work, and should include a description of how these entities intend to accomplish the purposes of the award if such a description is not already provided in the Who Will Implement section of the application.
4. Statement as to whether the agency applying has expended \$500,000 in Federal funds in the organization’s past fiscal year. Please specify the end date of the applicant’s fiscal year.
5. A list of other Federal grant programs from which the applicant organization currently receives funding or for which it has applied for funding in FY 2015 to do similar work (see [“Appendix E Summary of Current and Pending Non-OVW Grants to do the Same or Similar Work”](#)).

6. Statement as to whether the applicant is a nonprofit organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of that Code.
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](#)" section.
9. Targeted purpose area or the comprehensive project the application is addressing, or whether the application is applying to the Product Development purpose area. Applicants should only address one technical assistance purpose area in a single application.
10. The target audience (include which grant program recipient or disciplines will be targeted).
11. Duration of the project (i.e., 12, 24, 36 months or five years).
12. The award amount requested.
13. The percentage of grant activities, should the application be funded, that will address each of the following issues:
 - A. Sexual assault;
 - B. Domestic violence;
 - C. Dating violence; and/or
 - D. Stalking;
14. Summary of Current and Recent OVW Projects (if applicable) in [Appendix D](#).
 - A. If the applicant has a current grant award or cooperative agreement under any OVW program, or received an award that has been closed within the last 12 months from the date this solicitation closes, the information below must be included.
 - i. Identify all grants by OVW program, award number, and project period.
 - ii. Specify the total funding amount for each grant (initial and supplemental amounts, if applicable).
 - iii. Specify the total funds remaining in each grant as of the date of application.
 - iv. Provide the total funds remaining in each budget category (Personnel, Fringe, Travel, Equipment, Supplies, Construction, Contractual, and Other) for each grant.
 - v. Provide justification for remaining funds.
 - vi. Estimate the amount of grant funds that will be remaining at the end of the current project period.
 - vii. List the number and titles of all full-time and/or part-time positions funded by the award.

Continuation applicants that have a substantial amount of remaining funds at the time of application submission without adequate justification may not be considered for funding in FY 2015.

Project Narrative (70 Points Total)

The Project Narrative may not exceed **20** pages for targeted technical assistance applications and **25** pages for comprehensive technical assistance applications, double-spaced. The Project Narrative comprises the following three sections:

Purpose of Application (10 points)

This section must include:

1. Identification of the targeted or comprehensive technical assistance area the project addresses.
2. Identification of the gaps in service provision and/or the justice system response and in technical assistance, as related to the identified topic area.
3. Description of the target audience for the technical assistance, including the grant program audience, discipline or profession. Please detail the relationship between the target audience and the stated area of need.
4. Estimate of the number of individuals who would receive training and technical assistance under this project.
5. Explanation of why OVW grantees from the targeted grant program, discipline or profession would benefit from this technical assistance.
6. If you are proposing a project that does not address one of the **targeted topic areas**, you must include additional justification regarding the need for the project, how it relates to an OVW program, the intended grantee audience, and the method for how the need was determined. OVW will not accept applications proposing **comprehensive projects** that are not listed on page 13 of this solicitation.

Product Development Applications

Applicants responding to the Product Development purpose area should **NOT** provide any information under “Purpose of the Application” section.

What Will Be Done (30 points)

This section must include the information below. In doing so, the applicant must provide a clear link between the proposed activities and the need identified in the “Purpose of Application” section.

1. State the goals and objectives of the technical assistance proposal.
2. Provide a detailed description of the activities that will be undertaken to accomplish the project goals and objectives.
3. Provide a corresponding timeline for the completion of each activity. For applicants applying for a Competitive, Comprehensive Technical Assistance purpose area, provide a detailed timeline for the initial 24-month project period and a general timeline for the remaining 36 months.
4. Describe and justify any and all products that will be developed, including a timeline for the development and dissemination of each product. Include a dissemination plan for the products.
5. Identify and describe how the proposed technical assistance will be delivered. Examples of delivery methods can include teleconference and videoconference; web-casting; regional or national meetings; focus groups; conferences; train-the trainer sessions; on-site technical assistance. If the applicant proposes on-site assistance with OVW grantees, describe the capacity and experience to do so.
6. Describe how the technical assistance provided is accessible to individuals with disabilities and Deaf individuals. The plan must be responsive to the proposed technical assistance delivery methods identified in the application. The applicant and OVW will work together to ensure that the appropriate accommodations are made and to ensure that sufficient funds have been budgeted for this purpose.
7. Explain how TA delivery methods are appropriate for the target audience.

8. If an applicant proposes to hold any in-person meetings which necessitate logistical planning, the application must indicate if an outside planner will be hired. If no outside planner will be hired, the application must document that the applicant or a project partner is the most cost effective means of obtaining conference logistical services.

Product Development Applications

Applicants responding to the Product Development purpose area should **ONLY** include the following information in this section of the application:

1. Describe the contents of the manual and provide a rationale for the proposed topics. The applicant must provide a detailed outline of the proposed product.
2. Describe a previously completed project that the applicant or the project partner(s) has created that demonstrates the ability to develop the product proposed in the application. Detail how the product was disseminated and how it benefitted the target population. Please note that applicants applying for the product development purpose area are required to submit a copy of the previously completed project.

Who Will Implement the Project (30 points)

This section must include the information below. In doing so, the applicant must justify who will be involved in the project and demonstrate that they have the capacity to address the stated need and that they can successfully implement the stated project activities.

1. Identify the organizations and individuals who will implement the project and describe the role of each. Provide the percentage of time each individual will devote to the project.
2. Describe the capacity of the organization/s to undertake the project.
3. Describe the proposed staffing (including consultants) needed for the project.
4. List the qualifications and experience of proposed staff/consultants.
5. Describe the lead organization's mission.
6. Describe the organization's philosophy concerning violence against women, including its understanding of emerging issues and best practices, and activities that compromise victim safety.

Product Development Applications

Applicants responding to the Product Development purpose area should **ONLY** include the following information in this section of the application:

1. Identify the organizations and individuals who will be involved in the proposed project. The application must detail why each organization and individual was chosen.
2. Describe the role of each organization and individual.
3. Detail the qualifications of each organization and individual (substantive knowledge and technical skills).
4. List the experience of each organization and individual with developing products similar to what is being proposed.
5. Describe the mission of each organization involved in the project.
6. Describe each organization's philosophy on domestic violence/interpersonal violence.

Proposal Abstract

The Proposal Abstract should provide a short and accurate summary (no more than 2 pages double-spaced; the abstract does not count toward the page limit for the Project Narrative) 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.

Budget Detail Worksheet and Narrative (20 Points)

All applicants are required to submit a detailed budget and supporting budget narrative. Budgetary requirements vary slightly among programs, and applicants must read the solicitation closely to determine the requirements of the budget and budget narrative for each OVW program.

Award Period and Amount

Applicants should carefully consider the resources needed to successfully implement the proposed project and present a realistic budget that accurately reflects project costs. OVW has limited funds available to support technical assistance, and therefore, **all applicants should be mindful and carefully consider all costs when developing their proposed budgets.**

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

Competitive Targeted Technical Assistance Projects

Unless otherwise noted, funding levels for competitive targeted technical assistance projects are as follows:

1. Twelve-month projects are eligible for up to \$225,000.
2. Twenty-four month projects are eligible for up to \$425,000.
3. Thirty-six month projects are eligible for up to \$600,000.

The budget amounts provided above represent caps. Applicants are strongly encouraged to carefully consider the funding necessary to implement a sound technical assistance proposal and to apply for less than the caps wherever possible.

Competitive Comprehensive Technical Assistance Projects

Organizations applying for a new five-year comprehensive project should seriously consider the amount of money it will take to implement such a project, clearly present the costs and clearly justify all costs for the project. As mentioned above, FY 2015 applications for five-year comprehensive projects will only budget for the first 24 months of the project.

Non-Competitive Comprehensive Technical Assistance Project Supplements

Funding levels for non-competitive comprehensive technical assistance supplemental awards will vary depending on the number of months remaining on the organization's five-year comprehensive TA provider designation and the funding availability of the OVW program(s) from which the project will be supported. Comprehensive technical assistance providers should work with their program specialist to determine the scope of work for this supplemental award.

Product Development

The funding level for the Product Development purpose area is \$75,000 for 12 months.

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. Specifically, the budget 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.

All projects targeting the STOP Violence Against Women Formula Grant Program, Sexual Assault Services Formula Grant Program or the Grants to State Sexual Assault and Domestic Violence Coalitions Program must include sufficient funds to cover grantee and subgrantee travel expenses for in-person training and technical assistance events.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. Funding is not guaranteed. Applicants should be aware that the amount of technical assistance funding available under each program does vary and should take this under consideration when developing their technical assistance proposal (e.g., larger programs may have more technical assistance funds available to serve a larger number of grantees).

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. The budget must adhere to the DOJ Financial Guide.

Letters of Support and/or Commitment (5 Points)

Applicants may partner with one or more organizations to ensure the appropriate expertise is available to implement the project successfully. If partnering with other organizations, applicants are required to submit letters of commitment from those partners. Letters should describe the partners' role in the project, as well as their commitment to the collaboration. Applicants should only submit letters from partners who would receive funding through the award or from organizations who are essential to the implementation of the project. It is strongly recommended that the letters of commitment not present as form letters written by the applicant and simply signed by the partnering organization/s. Please note that OVW may request a signed Memorandum of Understanding among project partners prior to making an award if it is deemed necessary to clarify the roles and responsibilities of each partner.

In addition, if the applicant has provided technical assistance to OVW grantees in the past, no more than two letters of support should be submitted by an OVW grant recipient who received that technical assistance or training.

Product Development Applications

Applicants responding to the Product Development purpose area must include a letter of commitment from at least one domestic violence organization and one Lesbian, Gay, Bisexual, and Transgender (LGBT) organization. Letters of support should not be included with the application.

Additional Required Information

The following documents will not be scored during the review process but they should be included with your submission. Failure to include any of the information may result in the inability to access funds if your application is selected for funding.

Disclosures Related to Executive Compensation

Any applicant that is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure for establishing a rebuttable presumption that its executives' compensation is reasonable, must provide the following: (1) a brief description of the process used for determining the compensation of its officers, directors, trustees, and key employees, including the independent persons involved in reviewing and approving such compensation (in lieu of a description, an applicant may submit its written compensation policy); (2) the comparability data used in establishing executive compensation; and (3) contemporaneous substantiation of the deliberation and decision regarding executive compensation. This third element can usually be addressed by submitting minutes from board meetings where compensation was considered and approved.

Applicants that want to learn about best practices for establishing compensation for their executives and the IRS's safe-harbor procedures can find more information through the National Council of Nonprofits, <http://www.councilofnonprofits.org/nonprofit-executive-compensation-policy>.

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. The [Acknowledgement of Notice of Statutory Requirement to Comply with the Confidentiality and Privacy Provisions of the Violence Against Women Act, as Amended](#) is available on the OVW website and must be signed by the authorized representative and uploaded to the application on Grants.gov.

Application for Federal Assistance (SF-424)

Applicants must complete the SF-424 online. For "Type of Applicant", please do not select "other." Please pay careful attention to the amount of Federal funding requested in the "Estimated Funding" section of this form. This amount must match the amount of Federal funding requested in the budget section of the application package. Only include values for "Applicant" if the program solicitation requires a match. The individual who is listed in "Authorized Representative" must be the AOR for the applicant agency. The AOR is 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)

Please carefully review the assurances and certification forms online. These forms will be completed online at a later time during the application process. All applicants must complete the *Disclosure of Lobbying Activities* (SF-LLL) form. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form. Applicants that do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.

Letter of Nonsupplanting

Applicants must submit a letter to OVW's Director, signed by the AOR, certifying that Federal funds will not be used to supplant state or local funds should a grant award be made. Please refer

to http://www.ovw.usdoj.gov/docs/nonsup_letter.pdf for a sample letter. This should be a separate attachment to the application in [Grants.gov](#).

Financial Accounting Practices

Each applicant must prepare a response to the following questions. OVW will review the applicant's responses to assist in evaluating the adequacy of the organization's financial management system and to identify areas of need for training and technical assistance. This section of your application should be no more than two pages and should be a separate attachment to the online application in [Grants.gov](#).

1. Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding? Please provide a brief description of the organization's policies and procedures that ensure funds will be tracked appropriately.
2. Does the applicant have written accounting policies and procedures? How often are these policies and procedures updated? Please provide a brief list of the topics covered in the organization's policies and procedures. OVW may request a copy for review during the application/award process or as part of the grant monitoring process.
3. Is the applicant's financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant? Please provide a brief summary of the organization's process for tracking expenditures.
4. Does the applicant have procedures in place for minimizing the time elapsing between transfer of funds from the United States Treasury and disbursement for project activities? Please provide a short summary of the organization's policy for requesting payments for grant awards.
5. Does the applicant have effective internal controls in place to adequately safeguard grant assets and to ensure that they are used solely for authorized purposes? Please provide a brief description.
6. Does the applicant have a documented records retention policy? If so, briefly describe the policy.
7. 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 new Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) issued on December 26, 2103? Please provide a short list of the individual's qualifications/experience. If the individual is not familiar with the applicable rules and regulations, the applicant must contact OVW's Grants Financial Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 immediately after the organization is notified of their award to coordinate training.

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 or OJP must complete a Financial Capability Questionnaire, and submit it online. Additionally, the applicant may be required to submit their current year's audit report at a later time. The form is found at [Accounting System and Financial Capability Questionnaire](#).

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 agreement. Please include a copy of a current, signed Federally-

approved indirect cost rate agreement. This should be a separate attachment to the application in Grants.gov.

Non-federal entities, other than State and local governments and Indian tribes that have never received a Federally-approved indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-federal entity chooses to negotiate for a rate.

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

Dun and Bradstreet Universal Numbering System (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 **Dun & Bradstreet (D&B)**. Once you have completed the D&B registration, your DUNS Number should be available the next business day.

Federal guidelines require that applicant organizations must (1) be registered in SAM 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.

Registration

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 Data Universal Number System (DUNS) Number, register online with the System for Award Management (SAM) and with Grants.gov immediately, but no later than March 19, 2015.

Each applicant must obtain a Data Universal Numbering System (DUNS) number, be registered in the System for Award Management (SAM) and submit their application online via either Grants.gov or the Grants Management System (GMS) according to the instructions. Applicants are encouraged to submit their applications 48, but no less than 24, hours before the deadline to allow sufficient time to address technical problems. Applicants should ensure that the DUNS number for the application is for an organization that is eligible to apply for the grant program. Also, only the organization that is registered in SAM may use that DUNS number and Grants.gov registration to submit an application.

The SAM centralizes information about grant recipients and also provides a central location for grant recipients to change organizational information. **Organizations must update/renew their**

registration annually in order to maintain a current registration status. [Grants.gov](http://www.grants.gov) uses SAM to establish roles and IDs for electronic grant applicants.

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

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

Submission Dates and Times

It is very important that all applicants read this section carefully. Applicants that do not complete all the steps in registering and submitting their application by the due date will not be considered for funding. Applicants are responsible for ensuring their applications are complete at the time of submission. OVW will not contact applicants for missing items. Applicants should anticipate that failure to meet all registration and submission deadlines will result in their application being removed from consideration. It is the responsibility of the applicant to ensure that the application is submitted by the deadline.

All applications will be submitted electronically. The deadline for submitting applications in response to this solicitation is **11:59 p.m. E.T. on April 9, 2015**. Applications submitted after **11:59 p.m. E.T. on April 9, 2015** will not be considered for funding. Applicants experiencing difficulties submitting an application should refer to the [Experiencing Unforeseeable Technical Issues](#) section of this solicitation.

Failure to begin the registration or application submission process in sufficient time is not an acceptable reason for a late application submission. It is important that applicants do not wait until the day of the application deadline to begin the application submission process. To ensure a successful application submission, OVW strongly encourages applicants to submit their applications at least 48, but no less than 24, hours before the deadline. After application submission, Authorized Organization Representatives (AOR) should closely monitor their email for any notification from [Grants.gov](http://www.grants.gov) about a possible failed submission. The AOR will receive a minimum of two emails from [Grants.gov](http://www.grants.gov). 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.

Please note that the [Grants.gov](http://www.grants.gov) notification process is automatic. OVW does not send out these notifications, nor does OVW receive a copy of these notifications. It is the responsibility of the applicant to notify OVW of any problems with the application

submission process. Please see “[Experiencing Unforeseeable Technical Issues](#)” for information on the steps applicants must follow if corrective action must be taken.

Note: For applicants without Internet access, who cannot submit an application electronically, please contact Tosha.Preston@usdoj.gov no later than March 18, 2015 to request permission to submit an application by alternative means.

OVW Policy on Duplicate Applications

If an applicant submits multiple versions of an application, OVW will review the most recent version submitted.

Experiencing Unforeseeable Technical Issues

As previously stated, applicants should begin the **registration process** immediately, but no less than **March 19, 2015**. Furthermore, the applicant should begin the **application submission process** 48, but no less than 24, hours prior to the application deadline. This will allow for sufficient time for the applicant to contact the appropriate individuals and take corrective action, as outlined in this solicitation, should unforeseeable technical issues arise. If technical difficulties are experienced at any point during the application process, the applicant must contact the [Grants.gov Customer Support Hotline at 1-800-518-4726](#), or support@grants.gov, **24 hours a day, 7 days a week, except closed for federal holidays**.

If an applicant experiences unforeseeable technical issues that prevent submission of an application by the deadline, the applicant must take the following actions:

1. contact the Technical Assistance Program at (202) 307-6027 or at OVW.TechAssistance@usdoj.gov prior to the application deadline stating that they are experiencing unforeseeable technical issues and provide a phone number and/or email address where the applicant can be reached; and
2. contact the technical support number above prior to the application submission deadline.

Within 24 hours after the deadline, the applicant must again contact the Technical Assistance Program at (202) 307-6027 or OVW.TechAssistance@usdoj.gov to request permission to submit the application. At that time, the applicant will be required to email the complete grant application and DUNS number, and provide a **Grants.gov** Help Desk tracking number(s). After OVW reviews all of the information submitted and verifies the technical issues were unforeseeable with the Help Desk, OVW will contact the applicant to either approve or deny the request to submit a late application. If the technical issues cannot be verified as unforeseeable, the application will be rejected as late.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to register or update information on the SAM website; (3) failure to follow [GMS](#) or [Grants.gov](#) instructions as posted on its website; and (4) failure to follow all of the instructions in the OVW solicitation.

OVW Policy on Late Submissions

OVW offers several options for applicants to provide advance notice to OVW if receipt of their application will be delayed due to a temporary lack of Internet access, unforeseeable technical difficulties, or geographic isolation. If applicants do not provide advance notice to OVW about an issue that may cause a delay in the submission of the application, the application will not be

considered for funding. If applicants follow the steps outlined above, OVW will consider an applicant's request for late submission. Extension of deadlines is not guaranteed and late submission does not automatically result in an award. Late submission only allows an application to be considered for funding. If late submission is approved, the application will be reviewed for registration information and completeness, and to ensure that the applicant meets the basic eligibility requirements (BMR) as defined in the solicitation. If the applicant meets BMR the application will be subject to both peer review and programmatic review before any funding decision is made.

Extraordinary Natural or Manmade Disasters

In cases of extraordinary natural or manmade disasters, such as extreme weather emergencies or terrorist acts, applicants may request to submit applications up to seven calendar days late by sending an e-mail to the contact listed in the solicitation. The request should specify the nature of the disaster and how it affected the applicant's ability to submit an application on time. OVW may request additional documentation from the applicant verifying the extraordinary natural or manmade disaster.

Intergovernmental Review

Single Point of Contact Review

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

Funding Restrictions

Federal grants are governed by the provisions of the OMB circulars applicable to financial assistance and the DOJ Financial Guide. The DOJ Financial Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document outlines the successful administration of grant funds.

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

Food and Beverage/Costs for Refreshments and Meals

Generally food and beverage costs are **not** allowable, and under no circumstances may OVW funding be used to supply food and/or beverages during refreshment breaks. OVW may approve the use of OVW funds to provide food and/or beverages for a meal at a meeting, conference, training, or other event, if one of the following applies:

1. The location of the event is not in close proximity to food establishments. It should be a priority to try to secure a location near reasonably priced and accessible commercial food establishments.

2. Not serving food will significantly lengthen the day or necessitate extending the meeting to achieve meeting outcomes.
3. A special presentation at a conference requires a plenary address where there is no other time for food to be obtained.
4. Other extenuating circumstances necessitate the provision of food.

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

Conference Planning and Expenditure Limitations

Applicants should be aware of all applicable laws, regulations, policies and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of Federal funds for expenses related to conferences (which is defined to include meetings, retreats, seminars, symposiums, training and other similar events), including the provision of food and/or beverages at such events, and costs of attendance at such events. Information on pertinent laws, regulations, policies and guidance is available at <http://www.ovw.usdoj.gov/grantees.html>. 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 accessible on the OVW website <http://www.ovw.usdoj.gov/grantees.html>. For additional information regarding food and beverage regulations, please refer to the DOJ Financial Guide.

Training and Technical Assistance

All applicants are required to allocate funds in the amount of **\$7,500** to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Applicants from Alaska, Hawaii, and United States Territories should allocate **\$9,000** to account for higher travel costs. These specific applicants may exceed the budget caps to account for this increased travel amount. The required set-aside amount may be shared between the applicant and any partnering agency(ies), but the budget must reflect the costs in the appropriate categories. Therefore, an employee's travel costs should be included in the "Travel" category, while travel costs for the partner(s) must be included in the "Consultants/Contracts" category. Label both costs as "OVW Technical Assistance." Include an estimated breakdown for these costs, including the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc. (OVW technical assistance is provided free of charge to grantees, so applicants do not need to include registration fees). This amount should equal the full, required set-aside amount listed above.

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

Program Assessments

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

Accommodations and Language Access

Applicants are encouraged to allocate grant funds to support activities that help to ensure individuals with disabilities and Deaf individuals and persons with limited English proficiency have meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services, language interpretation and translation services, or the purchase of adaptive equipment.

Applicants proposing to use grant funds to create websites, videos and other materials must ensure that they are accessible to persons with disabilities. Grant funds must be allocated for these purposes.

Pre-Agreement Cost Approval

Please be aware that costs incurred prior to the start date of the award may not be charged to the project unless the recipient receives prior approval from OVW. Please see the DOJ Financial Guide for more information on pre-award costs.

Program Income

Program income is income generated from the Federally-supported activities or earned as a result of the award and requires prior approval from OVW. Program income is not a requirement for this program.

Applicants that anticipate earning program income must include in the budget how the income will be expended. If approved, the program income will be in addition to the award amount and must be used for allowable activities of the program. Recipients that earn program income but did not anticipate earning program income at the time of the award must use the income generated for allowable activities of the program and reduce the award amount (rather than increase funds available for the program).

Unallowable Activities

The following is a list of activities that are unallowable and cannot be supported by Technical Assistance Program grant funding. Applications that propose unallowable activities may receive a point deduction during the review process. Applications that include substantial unallowable activities will not be considered for funding.

1. Lobbying
2. Fundraising

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

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 contained in the ‘Note’ in the “[Submission Dates and Times](#)” section above.

[Grants.Gov](#)

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 <http://www.Grants.gov/>. **The registration process can take between three and five business days or as long as four weeks if all steps are not completed in a timely manner.** Please note that [Grants.gov](#) is not the Office of Justice Programs’ (OJP) [Grants Management System](#) (GMS) through which OVW discretionary program applicants have submitted applications in previous years. If applicants experience difficulties at any point during this process, they may call the Grants.gov Customer Support Hotline at **1-800-518-4726**.

Note: [Grants.gov](#) limits the use of specific characters in names of attachment files. Valid file names may 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)	Parenthesis ()	Curly braces { }	Square brackets []
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore (_)	Comma (,)	Semicolon (;)	Apostrophe (')
Hyphen (-)	At sign (@)	Number sign (#)	Dollar sign (\$)
Space	Percent sign (%)	Plus sign (+)	Equal sign (=)
Period (.)	When using the ampersand (&) in XML, applicants must use the “&” format.		

OVW strongly suggests using simple titles for all documents, such as “FY 2015 OVW Project Narrative.” Please note that file names are limited to 50 characters. GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.” Please visit the [Grants.gov](#) website to review the most up-to-date guidelines about the use of specific characters.

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

1. *Step 1:* Go to [Grants.gov](#). Mouse over the “APPLICANTS” drop down and click the “Organization Registration Link”.
2. *Step 2:* Register with SAM
3. [Step 3: Username & Password](#)

4. [Step 4: AOR Authorization](#)
5. [Step 5: TRACK AOR STATUS](#)

The application process can move forward once the organization successfully registers with [Grants.gov](#).

Downloading a Grant Application Package

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

Applicants must use the correct version of Adobe software in order to download the grant application. To verify if the Adobe software version is compatible with [Grants.gov](#), visit the following link: <http://www.grants.gov/web/grants/support/technical-support/software/adobe-reader-compatibility.html>.

Instructions on how to open and use the forms in the package are on the application package cover sheet. Agency-specific instructions are available for download when the application package is downloaded. The instructions identify the required information for a complete application.

Completing the Grant Application Package

The applicant must manually save changes to the grant application. [Grants.gov](#) does NOT automatically save changes. The package cannot be submitted until all required fields have been completed.

Submitting the Completed Grant Application Package

Log on to [Grants.gov](#). After the application is fully completed, errors are corrected, and the application is saved, click the “Save & Submit” button on the cover page. The application package will be automatically uploaded to [Grants.gov](#).

Reminder: To ensure a successful application submission, OVW strongly encourages applicants to submit their applications at least 48, but no less than 24, hours before the deadline. AORs should closely monitor their email for any notification from [Grants.gov](#) about a possible failed submission. The AOR will receive a minimum of two emails from [Grants.gov](#).

A confirmation screen will appear once the submission is complete. A [Grants.gov](#) tracking number will be provided at the bottom of this screen, as well as the official date and time of the submission. Applicants must record the tracking number if technical support is needed. The [Grants.gov](#) 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.

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 applicant responds to each section and addresses each element contained within the corresponding 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 Technical Assistance Program, scoring will be as follows:

1. Summary data sheet: 5 points
2. Project narrative: 70 points, of which
 - A. Purpose of the project: 10 points
 - B. What will be done: 30 points
 - C. Who will implement: 30 points
3. Budget narrative and detail: 20 points
4. Letters of commitment and/or support: 5 points
5. Possible programmatic point deductions
 - A. Formatting and Technical Requirements: up to 5 points
 - B. Activities that compromise victim safety & recovery: up to 10 points
 - C. Out-of-scope activities: up to 10 points
 - D. Past performance review: up to 25 points

While cost sharing or match-funding are not required, in the case of a tie OVW will assess the extent and viability of cost sharing to break the tie, as well as other factors such as geographic distribution of funding.

Review and Selection Process

Peer Review

OVW will subject all applications to a peer review process that is fair and based on the criteria outlined in this solicitation. OVW may utilize internal review, external review, 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 for scope, activities that compromise victim safety and, if applicable, past performance.

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

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

1. Progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the current project, indicating timely progress toward meeting project goals and objectives;
2. Demonstration that past activities supported with OVW grant funds have been limited to program purpose areas;
3. Adherence to all special conditions of existing grant award(s) from OVW;
4. Adherence to programmatic and financial reporting requirements, including timely submission of required reports;
5. Completion of close-out of prior awards in a timely manner;

6. Appropriate utilization 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; and
10. Timely expenditure of grant funds.

OVW grantees with significant past performance issues may not be considered for funding.

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

Compliance with OVW Financial Requirements

Each OVW grantee agrees to follow the financial and administrative requirements in the DOJ Financial Guide as a condition of receiving grant funding. If OVW determines that a current grantee has violated any of the requirements of the Guide, the grantee may be denied continuation funding.

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 September 30, 2015.

F. Federal Award Administration Information

Federal Award Notice

Successful applications will receive OVW award notifications electronically from the [OJP Grants Management System](#). This award notification will be sent to the individuals listed as the Authorized Representation and the Point of Contact in [GMS](#) for the application that was selected for funding and will include instructions on accepting the award. Recipients will be required to login; accept any outstanding assurances and certifications on the award; designate financial points of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document and terms and conditions by the authorized representative and the scanning of the fully-executed award document to OVW.

Administrative and National Policy Requirements Information for All Federal Award Grantees

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

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

Awards under this program will be made as either grants or cooperative agreements. General terms and conditions applied to all OVW grants and cooperative agreements, including [awards made by this program](#), are available at [Standard Special Conditions-Grants](#) and [Standard Special Conditions-Cooperative Agreements](#). Each OVW grant program has additional specific conditions that will be included in the award document. Some awards will also have project-specific special conditions to ensure compliance with the statutory scope of the Technical Assistance Program.

Violence Against Women Act Non-Discrimination Provision

The Violence Against Women Reauthorization Act of 2013 added a new civil rights provision that applies to all FY 2015 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."

Compliance with OVW Financial Requirements

Each OVW grantee agrees to follow the financial and administrative requirements in the DOJ Financial Guide as a condition of receiving grant funding. If OVW determines that a current grantee has violated any of the requirements of the Guide, the grantee's award may be frozen or terminated and the grantee may be denied continuation funding.

**Reporting
Reporting Requirements**

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

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. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this form is 30 hours. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street, NE, Washington, DC 20530.

G. Federal Awarding Agency Contact(s)

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

For technical assistance with [Grants.gov](#) contact the [Grants.gov](#) Customer Support Hotline at 1-800-518-4726.

H. Other Information

Application Checklist

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

Application Document	Date Completed
1. Letter of Registration	
2. Summary of Current OVW Projects, If Applicable	
3. Summary Data Sheet	
4. Project Narrative.	
5. Purpose of the Application (N/A for those applying to the Product Development purpose area)	
6. What Will Be Done	
7. <i>Product Development Purpose Area Applications ONLY</i> – A previously completed product that the applicant or project partner(s) has created.	

8. Who Will Implement	
9. Proposal Abstract	
10. Budget Detail Worksheet and Narrative	
11. Application for Federal Assistance: SF 424	
12. Standard Assurances and Certifications	
13. Disclosures Related to Executive Compensation	
14. Confidentiality Notice Form	
15. Letter of Nonsupplanting	
16. Financial Accounting Practices	
17. Financial Capability Questionnaire (Nonprofit Organizations Only)	
18. Indirect Cost Rate Agreement (only if the applicant has a current Federally-approved rate)	

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

APPENDIX A

Budget Guidance & Sample Budget Detail Worksheet

Budget Guidance

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

Consultants/Contracts

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

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

Applicants should follow the same established procurement policies with Federal funds as they would with non-federal funds. All procurement transactions should be awarded in a manner that provides maximum open, free and fair competition, and must follow 2 CFR Part 200.317-326. All sole-source procurements (those not awarded competitively) in excess of \$150,000 require prior approval from OVW. This applies to procurements of goods and services, but not to selection of subrecipients. MOU project partners are generally considered subrecipients for time spent working on program objectives. For additional information on determining whether the recipient of the pass-through funds is a subrecipient or a contractor, please refer to 2 CFR Part 200.330.

Rent

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

Audit Costs

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

Indirect Costs

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

Non-federal entities, other than State and local governments and Indian tribes, which have never received a Federally-approved indirect cost rate, may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely.

Purchase and/or Lease of Vehicles

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

Compensation for Partners

In developing the budget, applicants should compensate all project partners for their participation in any project-related activities, including but not limited to, compensation for time and travel expenses to participate in project development, training, and implementation. The budget **must** include compensation for all services rendered by project partners, including nonprofit, nongovernmental domestic violence and/or sexual assault victim services programs and state and tribal domestic violence and/or sexual assault coalitions. If a partner is a State or local governmental agency and the partnership duties are conducted within the course of the agency's "regular" scope of work, applicants do not need to compensate the partner if the partner a) offers this arrangement; and b) an explanation of this arrangement is included in the application.

Non-Federal contributions

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

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

Budget Detail Worksheet

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

Please Note: The following budget is an example intended to assist you in preparing your application budget.

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

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Program Coordinator	\$23,500 x 100% x 3 years	\$ 70,500
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
Investigator		
Employer's FICA	\$135,000 x 7.65%	\$10,328
Health Insurance	\$135,000 x 6.12%	\$ 8,262
Worker's Compensation	\$135,000 x 1.00%	\$ 1,350
Unemployment Compensation	\$135,000 x 0.50%	\$ 675
Administrative Assistant		
Employer's FICA	\$ 7,200 x 7.65%	\$ 551
Health Insurance	\$ 7,200 x 6.12%	\$ 441
Worker's Compensation	\$ 7,200 x 1.00%	\$ 72
Unemployment Compensation	\$ 7,200 x 0.50%	\$ 36

TOTAL FRINGE BENEFITS: \$ 32,481

TOTAL PERSONNEL AND FRINGE BENEFITS: \$ 245,181

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

C. Travel – Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, 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	TBD	Airfare	\$500 (avg.) x 3 people x 4 trips	\$ 6,000
Training and		Lodging	\$100 (avg.) x 3 nights x 3 people x	\$ 3,600
Technical			4 trips	
Assistance		Per diem	\$ 50 (avg.) x 4 days x 3 people x 4	\$ 2,400
			trips	

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

TOTAL TRAVEL: \$ 12,000

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

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

The video cameras will be used during 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, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

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

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

TOTAL SUPPLIES: \$ 9,075

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

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

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

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

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

A Consultant/Trainer will provide a three day on-site training on sexual assault 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 Prosecutor. The Part-Time Prosecutor will be compensated at an hourly rate of \$50/hour. The Part-Time Prosecutor will spend 20 hours each month prosecuting crimes related to domestic violence, dating violence, sexual assault, and stalking.

Subtotal Consultant Fees: \$ 37,950

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

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

Subtotal Consultant Travel: \$ 8,705

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

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

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

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

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

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

TOTAL CONTRACTS AND CONSULTANTS: \$ 60,155

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

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
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 stalking. Copies of the manual will be provided to all units of Tribal government and to victim services and social services agencies in the local community.

Many victims in the more geographically remote areas of the Reservation do not have long distance service, and it is a long distance call for most of them to reach the program office. The project will continue to operate an 800 hotline for victims. It will be staffed by volunteers on a daily basis.

The program has previously developed brochures explaining the dynamics of domestic violence and sexual assault and detailing the services offered by the program. Additional copies of the brochures need to be reproduced. Based on previous distribution patterns, it is anticipated that the program will distribute 1,000 copies of each brochure during the 36 month grant period.

The Victim Services Program rents a safe house that is located off-reservation in the local community. The house is used to provide temporary housing to victims of domestic violence and their minor children who are in need of a safe place to stay after fleeing an abusive situation. The rent is consistent with the fair market rate for similar properties in the local community.

The cost of utilities (i.e., gas, electric, and water service) averages \$200/month. The services are necessary to ensure that the house is suitable for occupancy.

Funds have been budgeted to provide transitional housing assistance to at least one victim of domestic violence, dating violence, sexual assault or stalking each month. Each victim and her dependents will receive up to \$500 to assist with rent and utility payments or security deposits.

TOTAL OTHER COSTS: \$ 84,900

I. Indirect Costs – Indirect costs are allowed if the applicant has a Federally approved indirect cost rate. A copy of the rate approval (a fully executed, negotiated agreement) must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant’s cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant’s accounting system permits, costs may be allocated in the direct costs categories. Non-federal entities, other than State and local governments and Indian tribes, which have never received a Federally-approved indirect cost rate, may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
13.25% of Direct Salaries (Excluding Fringe Benefits)	\$212,700 x 13.25%	\$28,183

TOTAL INDIRECT COSTS: \$ 28,183

The Indirect Cost Rate Agreement was approved by the Department of the Interior, the applicant's cognizant Federal agency on January 1, 2013. (A copy of the fully executed, negotiated agreement is attached).

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

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

APPENDIX B

Sample Letter of Registration

SAMPLE

[Applicant Letterhead]

[Date]

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

Dear Director:

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

First Time Grants.gov Users ONLY - I understand that in order to submit an application for the FY 2015 [Insert Grant Program Name], [Insert Applicant Name] must be registered with [Grants.gov](#). I certify that [Insert Organization Name] began the registration process with [Grants.gov](#) on [Insert Registration Date].

OR

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

Sincerely,

[Authorized Organization Representative]

APPENDIX C

Disclosures Related to Executive Compensation

SAMPLE

Disclosures 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:

(1) a brief description of the process used for determining the compensation of our officers, directors, trustees, and key employees, including the independent persons involved in reviewing and approving such compensation;

[or, if relevant]: (1) a copy of our written policy for determining the compensation of our officers, directors, trustees, and key employees, which includes the independent persons involved in reviewing and approving such compensation;]

(2) the comparability data used in establishing executive compensation; and

(3) contemporaneous substantiation of the deliberation and decision regarding executive compensation.

Sincerely,

[Applicant's Authorizing Official]

Attachments

APPENDIX D

Summary of Current and Recent OVW Projects

SAMPLE

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), Job Title(s), and Percentages	Justification for Remaining Funds
2012-XX-XX-XXXX	7/31/2015	2014 CLSSP	\$300,000	TOTAL: \$250,000 A. Personnel: <u>\$200,000</u> B. Fringe: <u>\$50,000</u> C. Travel: <u>\$0</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$0</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$0</u> H. Other Costs: <u>\$0</u> I. Indirect Costs: <u>\$0</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No		2FT DV/SA Advocates: John Doe (25%) and Jane Doe (35%)	
2013-XX-XX-XXXX	12/31/2014	2011 CTAS	\$932,000	TOTAL: \$467,850 A. Personnel: <u>\$250,000</u> B. Fringe: <u>\$100,000</u> C. Travel: <u>\$0</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$0</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$100,000</u> H. Other Costs: <u>\$0</u> I. Indirect Costs: <u>\$17,850</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No		1FT DV Advocate: Janet Doe (20%); 2FT Shelter Advocates: Jay Doe (10%) and Jan Doe (30%); 1FT Victim Liaison: John Doe (50%)	
			TOTAL:	TOTAL:				
			\$1,232,000	\$717,850				

APPENDIX E

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

SAMPLE

**Summary of Current and Pending Non-OVW
 Federal 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	Please describe how this project differs from the application for OVW funding.
OJP	XXX-XXX-XXXX	OVC	9/30/2017	\$300,000	TOTAL: \$250,000 A. Personnel: <u>\$200,000</u> B. Fringe: <u>\$50,000</u> C. Travel: <u>\$0</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$0</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$0</u> H. Other Costs: <u>\$0</u> I. Indirect Costs: <u>\$0</u>	2FT DV/SA Advocates: John Doe (25%) and Jane Doe (35%)	[Insert description.]
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	Please describe how this project differs from the application for OVW funding.
COPS	XXX-XXX-XXXX	CAMP	36 months	\$300,000	TOTAL: \$300,000 A. Personnel: <u>\$200,000</u> B. Fringe: <u>\$50,000</u> C. Travel: <u>\$0</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$50,000</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$0</u> H. Other Costs: <u>\$0</u> I. Indirect Costs: <u>\$0</u>	1FT DV Advocate: Janet Doe (20%); 1FT Shelter Advocate: Jay Doe (10%); 1FT Victim Liaison: John Doe (50%)	[Insert description.]